

A meeting of the **EMPLOYMENT PANEL** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 7 JUNE 2006** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on 17th May 2006.

**Mrs C Bulman
388234**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and / or prejudicial interests and the nature of those interests in relation to any agenda item. Please see Notes 1 and 2 overleaf.

3. REDUNDANCY POLICY AND PROCEDURE (Pages 3 - 16)

To consider a report by the Head of HR and Payroll Services outlining proposed changes to the Council's Redundancy Policy and Procedure.

**P J Duerden
388043**

4. RELOCATION ALLOWANCES - STAMP DUTY (Pages 17 - 18)

To consider a report by the Head of HR and Payroll Services on a review of relocation allowances.

**P J Duerden
388043**

5. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (Pages 19 - 42)

To consider a proposed policy for District Council members and employees in dealing with children, young people and vulnerable adults.

**G Hanby
388462
L Clewes
388032
P J Duerden
388043**

6. REQUESTS TO FILL VACANT POSTS (Pages 43 - 46)

To consider a report by the Head of HR and Payroll Services seeking approval to recruit to vacant posts.

**P J Duerden
388043**

7. EXCLUSION OF THE PUBLIC

To resolve:-

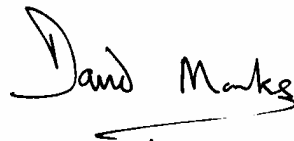
that the press and public be excluded from the meeting because the business to be transacted contains exempt information which relates to individuals.

8. EARLY TERMINATION OF EMPLOYMENT (Pages 47 - 48)

To consider a report by the Head of HR and Payroll Services.

P J Duerden
388043

Dated this 30th day of May 2006



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Mrs C Bulman, Democratic Services Officer, Tel No. 01480 388234/e-mail: Claire.Bulman@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

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

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

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk (under *Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports
or would like a large text version or an audio version
please contact the Democratic Services Manager and
we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT PANEL held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 17 May 2006.

PRESENT: Councillors Mrs B E Boddington, Mrs D E Collins, J J Dutton, Mrs S A Menczer, K Reynolds, T D Sanderson and Ms M Wheeler.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor K Reynolds be elected Chairman of the Panel for the ensuing Municipal Year.

Councillor K Reynolds in the Chair.

2. MINUTES

The Minutes of the meeting of the Panel held on 10th April 2006 were approved as a correct record and signed by the Chairman.

3. MEMBERS' INTERESTS

No declarations were received.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Mrs B E Boddington be appointed Vice-Chairman of the Panel for the ensuing Municipal Year.

5. EMPLOYEE LIAISON ADVISORY GROUP

RESOLVED

that Councillors Mrs B E Boddington, K Reynolds, Mrs S A Menczer and the appropriate Executive Councillor be appointed to serve on the Employee Liaison Advisory Group for the ensuing Municipal Year.

6. APPEALS SUB-GROUP

RESOLVED

that the Director of Central Services be authorised to convene an Appeals Sub Group comprising up to five members (excluding Members of the Panel) to determine appeals under the Council's disciplinary and appeals procedures.

Chairman

**EMPLOYEE LIAISON ADVISORY GROUP
EMPLOYMENT PANEL**

**7TH JUNE 2006
7TH JUNE 2006**

REDUNDANCY POLICY & PROCEDURE

(Report by the Head of HR and Payroll Services)

1. INTRODUCTION

- 1.1. The Council's current redundancy policy and procedure was approved by the Employment Panel on 24th November 2003.
- 1.2. Following the upholding in 2005 of a claim of unfair dismissal against the Council for failing to effect a fair selection for redundancy for an employee on a fixed term contract of employment, together with some minor changes to the Local Government Pension Scheme introduced by the Government recently, the policy needs some minor revisions.

2. ANALYSIS

- 2.1 All new temporary employees, or existing temporary employees whose contracts are subsequently extended, are now issued with fixed term contracts, which clearly set out the reason for such employment, and stating the date on which the employment will end.
- 2.2 Other than for employees who are designated as Trainees and for employees covering for maternity leave, both of whose termination of employment will be for "Some Other Substantial Reason", termination at the end of the fixed term period will almost certainly be a redundancy.
- 2.3 For an employee whose continuous service (i.e. the aggregation of all the extensions of the original fixed term contract) is one year or more, then employment law requires us to make a "fair selection" for redundancy. Under normal circumstances, it will automatically just be the employee in question, but where there becomes an identifiable pool of similar people, this is where it may not automatically be a fair dismissal if just the person in question is selected.
- 2.4 It was this aspect on which the Employment Tribunal case turned, as there were other employees on temporary contracts with less service in the same work area who had not been considered for selection for redundancy. Therefore, Personnel will now trigger a discussion with the relevant Head of Service and the employee 2 months prior to expiry of a fixed term contract, to determine whether or not it is to be extended, and if not, to determine the relevant "pool" for fair selection for redundancy
- 2.5 For an employee whose continuous service is two years or more at the point of redundancy, a redundancy payment must be made. This is the statutory number of

weeks' pay based on the employee's age and length of continuous service, paid at the employee's actual rate of pay (HDC policy). Also, for an employee aged 50 or over who is made redundant, the Local Government Pension Scheme (LGPS) automatically provides a lump sum payment and pension from the date of the redundancy.

- 2.6 The Council also has the discretion to award additional compensation, and currently has a policy, as determined by the Employment Panel on 9th September 2002, of awarding additional years calculated at one sixth of the employee's total years' LGPS membership. In this context, "total years" can be an aggregate of an employee's several local government employments which are not necessarily continuous. A worked example of the relevant costs is shown in Appendix 2. Taking into account the substantial number of employees being recruited on fixed term contracts because of, inter alia, the implications of the Customer First programme and the "List A and List B" posts, it is suggested that this discretionary compensation should not be awarded to employees on fixed term contracts. In itself, however, this would contravene the Fixed Term Employees Regulations 2001, as a fixed term employee would not be being treated as well as a permanent employee.
- 2.7 Therefore, were it not for the recent proposal from the Department for Communities and Local Government for completely new Regulations to supersede the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 to come into effect on 1st October 2006, it would have been proposed that the policy on added years be amended, by adding in a service constraint.
- 2.8 However, the Government's draft proposals are:
- remove the facility for the awarding of a credited period of LGPS membership (commonly called "added years")
 - give authorities the discretion to award employees a one-off lump sum of up to two years pay where employment is terminated early
 - remove the award of a lump sum payment and additional membership of the LGPS in respect of the cessation.

In addition, Regulations were recently enacted to remove from the Local Government Pension Scheme Regulations the "Rule of 85" from 1st October 2006, although following recent national strike action, consultations are still ongoing, from which the Government may, or may not, revoke or amend those Regulations. Therefore, assuming the "Rule of 85" does cease to apply from 1st October 2006 (though with some existing protections being given for current employees) the whole of this Council's policies on the discretions available to it under both sets of Regulations will need to be reviewed as soon as the legislation is enacted.

3. CONCLUSIONS


- 3.1. The current policy on the award of added years should be amended in the light of possible additional costs faced by the Council in a redundancy situation.
- 3.2. The current redundancy policy needs updating in the light of the above discussion. The proposed revisions are highlighted in Appendix 1 to this report.
- 3.3. The safest way to avoid any claims of unfair selection for redundancy or breaches of the Fixed Term Employees Regulations 2001 is not to offer fixed term contracts of one year or more (other than for maternity cover or for Trainees), and not to extend such a contract such that the aggregate exceeds one year. This will have implications for our current List A and List B posts in respect of the Customer First Programme whereby people are recruited on fixed term contracts, but where it may still be several years

before the Programme is completed. It will also present recruitment and operational problems for certain posts. However, the Council is open to considerable risk if this is not implemented. It is therefore proposed that fixed term contracts, or their aggregation, should be issued for less than one year only, other than in exceptional circumstances.

4. RECOMMENDATION

4.1. Members are requested to agree:

- a) that fixed term contracts, or their aggregation, should be issued for less than one year's duration, other than in exceptional circumstances and may be actioned by the Head of HR & Payroll Services., and
- b) the revisions to the redundancy policy and procedure as shown in Appendix 1.

Contact Officer: Phil Duerden, Head of HR and Payroll Services 
01480 388043

Telephone: 01480 388043

The documents used in the preparation of this report are:

- 1) Council's Redundancy Policy
- 2) The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000
- 3) Letter form the Department for Communities and Local Government dated 8th May 2006

REDUNDANCY PROCEDURE

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PROCEDURE FOR REDUNDANCY

1.0 Scope

- 1.1 This procedure applies to all District Council employees, other than the Chief Executive and Chief Officers who have a procedure laid down in their national conditions of service, and other than employees engaged on variable hours contracts of employment.

2.0 General

- 2.1 It is the policy of Huntingdonshire District Council to provide, as far as possible, secure and continuous employment for all its employees. However, there may be occasions when, for a variety of reasons, some jobs become redundant.
- 2.2 In these circumstances, it is the Council's duty and responsibility to seek to offer suitable alternative employment to any employee whose job is redundant. Compulsory redundancy will be regarded as a last resort.
- 2.3 Where a redundancy situation is unavoidable, the Council will initially seek where possible to select employees who volunteer for redundancy, before resorting to compulsory redundancy. However those who volunteer for redundancy will not automatically be selected.
- 2.4 The Council is committed to early and meaningful consultation with the recognised Trades Unions and Staff Side Representatives where redundancies are proposed.
- 2.5 This Procedure does not seek to replace any statutory provisions which may apply from time to time to the District Council (e.g. arising from a review of Local Government) in relation to redundancy or detriment.
- 2.6 Other than in exceptional cases (e.g. cover for maternity leave) which will be a dismissal for "some other substantial reason", the completion of a fixed term period of employment will be a redundancy, and the same arrangements will apply as to a permanent employee.

3.0 Application and definition of redundancy

- 3.1 This procedure will apply where one or more employees are at risk of or under notice of redundancy by the Council.
- 3.2 A dismissal by reason of redundancy is defined as follows by the Employment Rights Act 1996:-

"An employee who is dismissed will have been dismissed for redundancy if the dismissal is attributable wholly or mainly to the fact that:

(a) The employer has ceased, or intends to cease:-

(i) to carry on the business for the purposes of which the employee was employed by him;
or

(ii) to carry on the business in the place where the employee was so employed; or

(b) The requirements of the business for employees:-

(i) to carry out work of a particular kind; or

(ii) to carry out work of a particular kind in the place where the employee was employed;

- have ceased or diminished, or are expected to cease or diminish".

- 3.3 The definition referred to above does not in any way prejudice the application of the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE) where these are deemed to apply.

4.0 Trade Union & Staff Side consultation

- 4.1 The Council will notify, for purposes of consultation, the recognised Trade Union(s) and Staff Side Representatives in good time where there is a proposal to make one or more employees redundant.

- 4.2 The statutory minimum consultation periods for proposed redundancies will always be observed. These are set out at Annex 1.

- 4.3 The Council will disclose in writing to the recognised Trade Union(s) and Staff Side Representatives basic information relating to:-

- ◆ the reason for the proposals.
- ◆ the number and description of employees affected.
- ◆ the total number of employees of that description at the establishment in question.
- ◆ the proposed method of selecting the employees and carrying out the redundancies.
- ◆ the proposed method of calculating redundancy payments.

- 4.4 Any consultation will seek to find ways of:-

- ◆ avoiding the redundancy.
- ◆ reducing the numbers of employees to be made redundant.
- ◆ mitigating the consequences of any redundancies.

- 4.5 Consultation will be undertaken with a view to reaching agreement with the Trade Union Representatives.

5.0 Measures to avoid redundancy

The Council will, wherever possible, consider all reasonable steps to minimise the effect of redundancy, including:-

- 5.1 the suspension of recruitment within the area of potential redundancy and in other identified areas where a potentially redundant employee may be found alternative employment.
- 5.2 the maximisation of opportunities for retraining and redeployment to other jobs.
- 5.3 a cessation of or a reduction in use of sub-contractors, agency staff and temporary employees within the area of potential redundancy and in other identified areas of potential redeployment.
- 5.4 the reduction of overtime in order to prevent or reduce the likelihood of redundancy.
- 5.5 where redundancies may arise from a restructure within or across Directorates, any new posts may be 'ring fenced' depending on the circumstances to employees at risk of redundancy according to the particular circumstances. Such posts will be open to other applicants after employees at risk and who apply have been considered.

6.0 Redeployment

- 6.1 The Council will take all reasonable steps to seek suitable alternative employment (redeployment) for employees whose jobs are deleted and who are at risk of redundancy.
- 6.2 Employees at risk of redundancy may be given priority consideration for suitable vacant posts on the Council's establishment.
- 6.3 A 'suitable vacant post' will be a post within which the employee can demonstrate the ability to fulfil the essential criteria of the post. However, it should be recognised that training may be necessary in order to provide the employee with the skills and knowledge to undertake the full range of duties and responsibilities.
- 6.4 Such appointments may be made subject to a trial period in the first instance of, normally, not less than 4 weeks or more than 3 months. Where the trial period is not successful, the employee will, if the post still exists, be returned to their former position, subject to the offer of other suitable redeployment. If the former position no longer exists, the employee will be dismissed for redundancy, subject to there being no offer of other alternative employment.
- 6.5 Employees redeployed will be afforded a measure of protected remuneration where appointed to a post which carries a lower level of grade or remuneration. Such protection will provide:-
 - 6.5.1 during the first 12 months of appointment, full protection of contractual remuneration applicable to the previous redundant post.
 - 6.5.2 during the following 6 months of appointment, protection at the rate of 50% of the difference between contractual remuneration relative to the new post and that of the previous redundant post.
 - 6.5.3 After 18 months, protection of remuneration will cease.

7.0 Selection for Redundancy

- 7.1 In certain cases of redundancy, selection will not be relevant, as in such circumstances where either one employee only or an entire group of employees are identified as redundant. In these circumstances, redeployment will be sought. Where this cannot be arranged, redundancy will apply.
- 7.2 Where there is scope for selection, volunteers for redeployment or redundancy will be sought first from among the group of employees identified as at risk of redundancy.
- 7.3 Where it is appropriate to seek volunteers from among a wider group of employees across the Directorate or the Authority as a whole, then a trawl for volunteers will be conducted throughout those areas so identified. Any such volunteers will be released only on condition that their post is filled by an employee who would otherwise be made redundant, subject to a review of all relevant circumstances e.g. financial. (This may be after a number of movements have occurred).
- 7.4 The Director reserves the right to refuse a request by any employee for voluntary redundancy. Such a request will not however be unreasonably refused, and refusal will normally be for reasons related to the needs of the service.
- 7.5 In cases where volunteers are not forthcoming or are insufficient, then selection of employees for compulsory redundancy will be necessary.
- 7.6 For purposes of compulsory redundancy, employees will be selected primarily on their ability to undertake the duties and responsibilities of the posts which are retained. This method of selection is regarded as the 'primary factor'. (See attached Annex 2).
- 7.7 Selection will be undertaken by means of interview and (where considered appropriate) a test against the essential criteria for the post, as set out in the person specification.

- 7.8 Tests, where used, must be objective and relevant to the post(s) concerned. All employees involved must be given the same test which should be marked by the same panel.
- 7.9 Interviews will be carried out in the most objective manner possible, and care will be taken to ensure that the Council's Equality Strategy is upheld.
- 7.10 Having assessed all of the employees involved, the panel will determine who best meet the criteria for the jobs in ranking order.
- 7.11 Taking into account the number of jobs available, that number of employees who best meet the criteria will be retained or appointed as appropriate. Those not selected will be dismissed for redundancy or, where possible, redeployed to other suitable vacancies.
- 7.12 The selection process referred to in paragraphs 7.6 and 7.11 above will operate to the same standards which would apply to the process of normal recruitment and selection, and will be conducted only by Managers who are fully trained to undertake the recruitment and selection process.
- 7.13 Where the selection panel cannot reasonably determine who are to be selected by means of the 'primary factor' (paragraph 7.6), then selection will take place having regard to the 'secondary factor'. (See 7.14).
- 7.14 Selection in accordance with the 'secondary factor' will take account of service with Huntingdonshire District Council and its predecessor authorities.

8.0 Redundancy Compensation

- 8.1 The following compensation will, in addition to normal remuneration to the date of termination, become payable to employees who are dismissed by reason of redundancy, subject to the provision of statute, other relevant regulations, the Council's policies and according to individual entitlement:-
 - 8.1.1 a statutory redundancy payment within the provisions of the Employment Rights Act 1996. Such payment will take into account:-
 - (a) previous continuous service with local authorities and other organisations specified within the Redundancy Payments (Continuity of Employment in Local Government etc.)(Modification) Order 1999, and the Transfer of Undertakings (Protection of Employment) Regulations 1981.
 - (b) a calculation based on the employee's actual week's pay in accordance with the Local Government (Early Termination of Employment)(Discretionary Compensation)(England & Wales) Regulations 2000.
 - 8.1.2 for pensionable employees aged 50 or over with at least **3 months'** continuous service, the immediate payment of Local Government Pension Scheme (LGPS) benefits (lump sum and annual pension).
 - 8.1.3 for pensionable employees aged 50 or over with at least 5 years' continuous service, the immediate payment of LGPS benefits (lump sum and annual pension), the award of compensatory added years, unless there are exceptional circumstances, calculated in accordance with the Council's policy (currently at the rate of one sixth of reckonable LGPS membership for employees)
- NB. the provisions set out at paragraphs 8.1.2 and 8.1.3 are provided for under the Local Government (Early Termination of Employment)(Discretionary Compensation)(England & Wales) Regulations 2000 and the Local Government Pension Scheme Regulations 1997
- 8.1.4 for employees aged under 50 with two or more years qualifying employment, or for employees aged 50 and over who are not members of the LGPS, at the discretion of the Council and

treating each case on its merits, an additional lump sum compensation payment in accordance with the Local Government (Early Termination of Employment)(Discretionary Compensation)(England & Wales) Regulations 2000.

8.1.5 in certain circumstances a lump sum payment in lieu of statutory or contractual notice (whichever is the longer) where the whole or part period of notice is not given. However, the employee will where possible be required to serve his or her statutory or contractual period of notice.

8.2 The payments referred to in this section may be subject to variation in the future arising from changes to statute, regulations or Council policy.

ANNEX 1

4.1.1. STATUTORY CONSULTATION PERIODS

Consultation for redundancy purposes must begin in good time and must in any event begin:-

- (a) where the employer is proposing to dismiss as redundant 100 or more employees at one establishment within a period of 90 days or less, at least 90 days before the first of those dismissals take effect; or
- (b) where the employer is proposing to dismiss as redundant 20 or more employees at one establishment within a period of 30 days or less, at least 30 days before the first of those dismissals takes effect.

(Section 188 Trade Union and Labour Relations (Consolidation) Act 1992, as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 1999).

ANNEX 2

SELECTION FOR REDUNDANCY

1. Purpose

- 1.1 The purpose of this procedure is to supplement and describe in more detail the process of selection to be adopted under section 7 of the 'Procedure for Redundancy' and in particular the method of selection described in paragraph 7.6 as the primary factor.

2. Scope for selection

- 2.1 There will be scope for selection within this procedure when either:-
- 2.1.1 A given number of posts are deleted from, and a given number of different posts are added to the organisation structure. In these circumstances, the holders of the deleted posts may be considered for appointment to the new posts on a preferential or "ring-fenced" basis, or:-
- 2.1.2 A group of posts are reduced in number (e.g. from 10 down to 8).

3. Who is considered?

- 3.1 All permanent employees affected by the changes are to be considered, once any voluntary redundancy/early retirement requests have been decided upon and any temporary employees have been given notice of termination of their contracts.

4. Who considers/decides?

- 4.1 Responsibility for the operation of this procedure rests with the relevant Director and may be delegated as appropriate to a Head of Service. However, advice must be sought from the Head of Personnel Services.

5. How to make the selection decisions

- 5.1 The decision on selection should be based on the principle of fairness and on the ability of the employees concerned to perform the duties of the posts in the revised organisation structure.
- 5.2 The following actions should now be taken.
- 5.2.1 The Job Descriptions for the remaining or revised posts in the new structure should be reviewed and confirmed as accurate.
- 5.2.2 From this Job Description, a Person Specification should be developed, detailing the necessary levels of knowledge/skills/abilities/experience/qualifications that the Post Holder will need adequately to perform the duties of the post. These should be essential criteria only and will form the basis on which employees will be selected for recruitment or retention to the posts in question.
- (Those responsible for the drafting of the criteria should have their attention drawn to the requirements of the Disability Discrimination Act and the obligation of the employer to make "reasonable adjustments" in relation to such matters when a "disabled employee" is affected by such changes).
- 5.2.3 Details of the Job Description and Person Specification must be provided to all affected employees, who should be given a minimum of one week (and preferably longer) in which to consider these and decide if they wish to be considered for the post(s). Employees should also be advised of the possible consequences of a decision not to be considered (e.g. if they do not seek consideration for these or any other suitable appointments, they may lose their

entitlement to compensation, if this results in the termination of their employment on grounds of redundancy).

5.2.4 All employees who elect to be considered for the new or remaining posts will then be interviewed by a Panel of three Managers (this will include a Representative of the Head of Personnel Services). The purpose of this Panel will be to select those employees best able to perform the duties of the post(s) in question. If appropriate, in addition to interview, a practical and relevant selection test may be used to assist in determining the ability of the employees concerned. When determining how each of the selection criteria will be judged, the Panel of Managers will agree the questions to be asked of all employees concerned, together with “model answers” and a system of assessing answers against these, on which the employee’s responses will be marked.

5.2.5 Based on the answers given, the Panel will determine who amongst the employees concerned, best meet the criteria. This will be done on the same basis as a Recruitment Exercise. Thus if there are 10 employees being considered for a revised establishment of 8 posts, the 8 who best meet the criteria will be appointed or retained. The remaining 2 employees will be declared to be “at risk of redundancy” and given priority consideration for other vacancies in the Council. However if no suitable vacancies exist, they will be dismissed on grounds of redundancy.

6. Trial Periods

6.1 If the Selection Panel do not consider that an “at risk” employee fully meets the criteria for appointment to a new or revised post after the selection exercise, but in their opinion is sufficiently close enough to those criteria to be able to meet them fully after a short period including experience and any appropriate additional training, then they may consider the offer of the post to the “at risk” employee for a trial period. This should be for a duration of not less than one month and not more than three months. Such “trial period appointments” will be by mutual agreement with the employee concerned and either party may terminate the trial period at any time during its duration, on the grounds that the appointment is unsatisfactory. Should this be necessary, the employee would revert to the same position they would have been in had the trial period not commenced (i.e. on the terms and conditions of their old post). This will then result in a further attempt to find suitable redeployment or in dismissal with appropriate redundancy payments, if no suitable redeployment opportunity is then available.

7. Representation

7.1 An employee may be accompanied by a colleague or Trade Union Representative at the interview. However the role of this person will be as an observer only and not to act as advocate on behalf of the employee concerned. The colleague or Representative will not be part of the decision making process.

8. Grievance Procedure

8.1 If an employee feels aggrieved about the operation of this procedure, they should lodge a grievance with their Head of Service, within 5 working days of notification of the result of the process. This must be submitted in writing and give details of the reasons that the employee is aggrieved. The Head of Service will then deal with this in accordance with the Grievance Procedure for the Council. Employees will be entitled to representation by a colleague or Trade Union Official at all stages of the Grievance Procedure.

8.2 Where the Head of Service of the Department has been directly involved in the selection process, then the Grievance will be heard by the Chief Executive (or his/her nominee.)

WORKED EXAMPLE

Employee X, date of birth 1/4/57, has previous Local Government Pension Scheme membership as follows:-

Authority A 1/4/80 to 31/3/90 - 10 years

Authority B 1/9/95 to 31/8/98 - 3 years

Authority C 1/4/00 to 31/3/03 - 3 years

and has aggregated this 16 years membership for the purposes of the scheme. The employee then commences employment with HDC on 1st April 2006 on a fixed-term contract for 2 years, on a salary of £20,000 per annum.

The pension costs to the Council when the employee's contract terminates on 31st March 2008 on the grounds of redundancy are approximately £33k for paying pension early. If added years are awarded under the Council's current formula, this adds a further £18k to the costs.

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EMPLOYMENT PANEL

7TH JUNE 2006

RELOCATION ALLOWANCES – STAMP DUTY

(Report by the Head of HR and Payroll Services)

1. INTRODUCTION

- 1.1 At its meeting in September 2001, the Employment Panel reviewed the elements of the Relocation Allowances (see Appendix 1 for the current allowances). In doing so they resolved that the allowances be linked to the rate of inflation in future years and reviewed following a major change in house prices. A revision of the rates is therefore being applied from April 2006.
- 1.2 House prices have continued to rise rapidly, but in Budgets from 2000, the Government has kept the Stamp Duty rates and bands the same, other than an extension of the nil band to £120,000. This could now mean a substantial cost is incurred by the Council on the Stamp Duty element of the allowances and hence necessitates this review.

2 BACKGROUND

- 2.1 Stamp Duty payable on the purchase of a house has always been claimable as one of the allowed expenses under the heading of “Legal Expenses” in the Council’s Relocation Package.
- 2.2 In 1987, rapidly increasing house prices in the District had taken most properties out of the, then, nil band of up to £30,000, such that the purchase of almost any property incurred Stamp Duty at 1% of the purchase price.
- 2.3 It was therefore agreed that whereas the first £500 of any Stamp Duty payable should still be claimed from the Legal Expenses element of the allowances, any excess over £500 could be claimed as a separate element, with no limit on the amount that can be claimed.
- 2.4 From April 2006, this figure has risen to £850.
- 2.5 In 1997 the Government reviewed and increased the number of Stamp Duty bands, and in each of the next three years, increased the rates. The table below shows how the rates and bands have moved since 1997:

<u>Purchase Price</u>	<u>Stamp Duty</u>				
	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000 to 2005</u>	<u>2005</u>
Up to £60,00	Nil	Nil	Nil	Nil	n/a
Up to £120,000	n/a	n/a	n/a	n/a	Nil
£60,001 to £250,000	1%	1%	1%	1%	n/a
£120,000 to £250,000	n/a	n/a	n/a	n/a	1%
£250,001 to £500,000	1.5%	2%	2.5%	3%	3%
over £500,000	2%	3%	3.5%	4%	4%

3. CURRENT SITUATION

- 3.1 Recent house price inflation now means that more and more houses in the District are advertised at over £250,000, with many over £500,000. The following table shows how much Stamp Duty can be claimed as an element of the Relocation Package.

<u>Purchase Price</u>	<u>Stamp Duty Rate</u>	<u>Stamp Duty Element</u>
£150,000	1%	£650
£200,000	1%	£1,150
£250,000	1%	£1,650
£250,001	3%	£6,650
£300,000	3%	£8,150
£400,000	3%	£11,150
£500,000	3%	£14,150
£500,001	4%	£19,150
£600,000	4%	£23,150

- 3.2 Because there is no cap on the Stamp Duty element of the relocation allowances, this means that as long as house price inflation continues at a high rate and until the Government amends the Stamp Duty bands, there is likely to be substantial additional cost to the Council for the future relocation allowances if employees are recruited from outside the local area.
- 3.3 In this context, it must be noted that over the last few years, the recruitment market has been such that of most externally advertised jobs, it has been possible to recruit from the local market or by internal promotion, and hence the cost of relocation expenditure to the Council has reduced from previous years. However, this will not necessarily continue.

4. PROPOSAL

- 4.1 It is proposed, to place a limit on the amount of the excess Stamp Duty that can be claimed as an element of the Relocation Allowances, and that this limit should be at the figure of £14,150, (thus equating to the top of the 3% stamp duty band, less the amount for stamp duty already consolidated into the legal expenses element of the allowances).

5. RECOMMENDATION

- 5.1 It is recommended that the proposal set out in paragraph 4.1 above be approved.

Background Papers:

Inland Revenue Web Site –

http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pageMySite_ShowContent&propertyType=document&columns=1&id=HMCE_PROD1_023966

Contact Officer: Phil Duerden, Head of HR and Payroll Services
☎ (01480) 388043

EMPLOYEE LIAISON ADVISORY GROUP
EMPLOYMENT PANEL
CABINET

7TH JUNE 2006
7TH JUNE 2006
29TH JUNE 2006

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS
(Joint Report by the Heads of Policy and HR and Payroll Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to consider and adopt a policy on safeguarding, in accordance with a statutory duty under the Children's Act 2004.

2. BACKGROUND

- 2.1 The Council has for many years had a full policy in its leisure service areas, but as recommended in the Comprehensive Performance Assessment, this needs to be extended to cover the whole of the Council's operations.

3. SAFEGUARDING POLICY

- 3.1 The attached policy document has been developed by an officer working group comprising representatives from Leisure Development, Leisure Centres, Policy and Personnel, using recommended best practice and liaison with other Councils in Cambridgeshire. A draft action plan is also attached for information purposes.

4. RECOMMENDATION

- 4.1 The Employment Panel is recommended to approve the policy document for the purposes of its role as the employer, and Cabinet is recommended to approve the policy document in respect of its application to Members.

Contact Officers:

Gill Hanby, Policy Officer ☎ (01480) 388462

Louise Clewes, Policy Officer ☎ (01480) 388032

Phil Duerden, Head of HR and Payroll Services ☎ (01480) 388043

Background Papers: Children's Act 2004

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Huntingdonshire District Council

Safeguarding Children, Young People and Vulnerable Adults

Introduction

Everyone has a responsibility to safeguard children, young people and vulnerable adults

Huntingdonshire District Council (HDC) is committed to delivering services that safeguard those who engage with them

This policy outlines good practice that will promote the safety of those using our services and protect employees and councillors from false allegations

Definitions:

Children and Young People: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is

- Or may be in need of community care services
- Unable to care for themselves
- Unable to protect themselves against significant harm or exploitation

Employees and Councillors: Anyone working for, or on behalf of, HDC whether paid or voluntary

Substantial Access:

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult
- Where an individual has sole charge of children, young people or vulnerable adults

Background

The Children Act 2004 puts a duty on key statutory agencies to safeguard and promote the welfare of children. Section 11 specifically requires district councils to be part of the Local Safeguarding Board (LSGB) and the LSGB must

‘ensure services safeguard and promote the welfare of children and young people and ensure anyone else providing services also provides safe practice’

In March 2000 the Government issued a document called ‘No Secrets’ aimed at developing policies and procedures to protect vulnerable adults from abuse.

In practical terms this means that we have a responsibility to provide a safe environment for children, young people and vulnerable adults, in which their welfare is of paramount importance.

Aim

To implement procedures to safeguard children, young people and vulnerable adults and protect them from abuse

We will achieve this by

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse
- Providing all employees and councillors with information, instruction and training that will ensure that they are properly equipped to
 - Identify where there may be a problem
 - Know how to obtain speedy professional advice
 - Refer concerns to relevant specialists
 - Protect themselves from false accusations of abuse
- Ensuring that all suspicions or allegations involving employees and councillors are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented
- Ensure employees and councillors who work with children, young people and vulnerable adults are subject to the appropriate level of Criminal Records Bureau (CRB) check before beginning any unsupervised work with children, young people or vulnerable adults and that this check is repeated every 3 years
- Reviewing this policy every 3 years or whenever there is a major change in the organisation or in relevant legislation

Principles

Key principles underpinning this policy are:

- The welfare of the individual is paramount
- Everyone has the right to protection from abuse
- Employees and councillors should work in an open and transparent way
- Employees and councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions

Who does the policy apply to?

The policy applies to all HDC employees and councillors whether paid or voluntary.

Specific Responsibilities

Lead Child Protection Officer

- Will have overall responsibility for safeguarding children, young people and vulnerable adults for Huntingdonshire District Council and be HDC's representative on the Local Safeguarding Board
- Will be a first point of contact for the council on issues relating to safeguarding children, young people or vulnerable adults for members of the public and other external contacts
- Will ensure all relevant information is communicated to Designated Child Protection Officers
- Will initiate a review of the Safeguarding Children, Young People and Vulnerable Adults policy every 3 years

Personnel

- Will, through recruitment and selection processes, ensure CRB checks and references that refer to the candidates' suitability to have substantial access to children, young people or vulnerable adults are taken up for all appropriate posts.
- Will include appropriate training in the Corporate Training Programme and ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults
- Will maintain a record of all employees that have completed a CRB check and are considered suitable for work involving substantial access to children, young people or vulnerable adults
- Will ensure that CRB checks and references are kept secure and confidential

Managers

- Are responsible for making sure that all their staff are aware of, understand and act in accordance with this policy and related guidance.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children, young people or vulnerable adults, understand and comply with the policy.

Managers of employees with variable hours contracts

- Will, through recruitment and selection processes, ensure CRB checks are taken up for all appropriate posts.
- Will ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults.

Designated Child Protection Officers

- Will provide a point of contact for employees and councillors who want to test concerns about safeguarding children, young people and vulnerable adults or take forward a disclosure
- Will provide a point of contact with the Social Services Duty Officer
- Will maintain a list of local contacts

All Employees and Councillors

- Have a responsibility to protect children, young people and vulnerable adults, but are not responsible for deciding whether abuse is taking place
- Should be aware of this policy

- Should attend appropriate safeguarding children, young people and vulnerable adults training if their role involves substantial access to children, young people or vulnerable adults
- Should not begin any unsupervised activity involving substantial access to children, young people or vulnerable adults prior to receiving a satisfactory CRB check
- Should be aware of appropriate and inappropriate behaviour for employees and councillors in charge of children, young people and vulnerable adults
- Should know who their Designated Child Protection Officer is
- Have a responsibility to inform their manager (or the Monitoring Officer for Councillors) of any allegation of abuse

Recruitment, Employment and Deployment Procedures

All reasonable steps will be taken to ensure unsuitable people are prevented from working with children young people and vulnerable adults.

Recruiting for Posts

Line managers will review the job description before recruiting to identify whether there will be substantial access to children, young people or vulnerable adults

Where there is substantial access to children, young people or vulnerable adults, applicants will be sent a summary of the Safeguarding Children, Young People and Vulnerable Adults Policy as part of the application pack and the following additional information will be sought as part of the application process

- (a) A self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- (b) The applicant's consent to a CRB check being undertaken
- (c) At least two references that comment on the applicant's previous experience of, and suitability for working with children, young people and vulnerable adults (see Appendix 1)

Working with Contractors and Partner Organisations

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or vulnerable adults should have their own Safeguarding Children, Young People and Vulnerable Adults Policy or failing this must comply with the terms of this policy. This includes responsibility for ensuring that workers with the potential to come into contact with children, young people or vulnerable adults are subject to the necessary CRB checks.

This applies to all contracts even those not requiring a formal tender

Hiring of HDC Facilities

Where HDC facilities are hired to external groups for use with children, young people or vulnerable adults when parents/carers are not present, the hirer will need to

- Have membership of a National Governing Body (NGB) or similarly recognised body
- Have public liability insurance (£10 million minimum)
- Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to HDC's policy
- Have a register detailing medical information and special needs
- Ensure lead staff have valid criminal records bureau checks
- Comply with the NGB Coach/Pupil Ratios or in absence of this with Social Services Coach/Pupil Ratios
- Do risk assessments for individual activities

Using Volunteers

Volunteers can lead activities if they have a valid CRB check and are appropriately qualified. An HDC employee will provide indirect supervision at all times and must be the one to allocate tasks and make relevant decisions.

The Manager of the department recruiting a volunteer is responsible for ensuring that the self-disclosure form is completed (See Appendix 2) and passed to Personnel.

Portability of Criminal Records Bureau Checks

Consideration to the portability of CRB checks will be given where no other prohibitive evidence is highlighted as part of the interview process. They will be included in the 3-year rolling programme for CRB renewal

Training

Appropriate training will be provided to all HDC employees and councillors who could potentially come into contact with children, young people or vulnerable adults. The level of training required will be identified in accordance with the responsibilities of the post.

For new employees and councillors, training will be provided as soon as possible after commencement, in all cases within 6 months. Refresher training will be provided every three years.

Coaches and other casual employees (e.g. summer and holiday staff) working in sport, who can provide evidence that they have attended a governing body approved training course in safeguarding children, young people and vulnerable adults may be exempt from this training

Monitoring and Appraisal

Safeguarding children, young people and vulnerable adults will be reviewed in relation to an individual's work annually via appraisal

This policy will be reviewed every 3 years. Review will be initiated by the Lead Child Protection Officer

Good Practice when Working with Children, Young People and Vulnerable Adults

Guidance on setting the right context for working with children, young people and vulnerable adults is included at Appendix 3.

In addition HDC have a number of guidance documents that should be used to inform practice when working with children, young people and vulnerable adults.

Guidance Document	When it could be used
Activity Permission Form See Appendix 4	To be completed by parents/carers of young people under 16, or by the young person if they are aged 16-18 years when engaging in activities with HDC
Medication Policy Form See Appendix 5	To be completed by parents/carers of young people under 16 if a young person needs medication as identified on the Activity Permission Form
Use of Photographic Equipment Guidance in District Council Leisure Centres	When working with children, young people or vulnerable adults in District Council Leisure Centres
Involving Young People in Press and Publicity	Where children and young people may be involved in an event or project where the press are present or when photographs for publicity or evaluation purposes may be taken

What Constitutes Abuse?

Abuse occurs when a person or group of people, harm a child or young person under 18 or a vulnerable adult.

There are four categories of abuse commonly referred to:

- Neglect:** where a carer fails to meet an individual's basic physical needs – eg for food, warmth and clothing or emotional needs for attention and affection
- Physical Abuse:** where a child, young person or vulnerable adult is hit, shaken or injured in some way or where a carer fails to prevent such activities from happening
- Sexual Abuse:** where children, young people or vulnerable adults are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child – by an adult or another child; the use of explicit language, inappropriate touching, intimate relationships and exposure to pornographic material
- Emotional Abuse:** where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour; the persistent withholding of affection or extreme over protection. Also includes racist or sexist behaviour and initiation ceremonies

Bullying by adults or other young people is often cited as another form of abuse

Responding to Suspicions and Allegations of Abuse

It is not the responsibility of any employee or councillor to decide whether or not abuse is taking place. However, all employees and councillors have a responsibility to protect children, young people and vulnerable adults.

If an individual discloses to you it is important that you react appropriately.

- Be calm and receptive
- Do not apportion blame or pass judgement
- Do not approach an alleged abuser
- Do not guarantee confidentiality
- Listen but do not probe, speculate or ask for additional information
- Make a full record of what has been said, heard or seen as soon as is reasonably possible and using the individual's own words
- Complete an incident referral form (Appendix 6) and give it to the Designated Child Protection Officer

If a person is at risk of significant harm call the police directly.

- Record the name and number of the police officer who deals with your enquiry and record the time and date of the call
- Inform your Designated Child Protection Officer as soon as possible

Complete the Incident Referral form (Appendix 6) and hand to your Designated Child Protection Officer

- DCPO will decide whether further action is needed
- DCPO will advise the referrer of the action taken

What if I want to report poor practice or have concerns involving an employee or councillor?

If someone is at risk of significant harm, eg in physical danger contact the police directly, as above

Complete the incident referral form (Appendix 6) and give it to your line manager. They will pass it to the relevant line manager for action or to the Monitoring Officer if your concern is about a councillor

If the person suspected of poor practice is the line manager, consult the Lead CPO.

What if a member of my staff is accused of poor practice?’

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation.

If found to be poor practice rather than abuse then the Line Manager and Personnel will consider

- Appropriate training and supervision
- Reviewing general practice in relation to safeguarding children, young people and vulnerable adults
- Implementing standard disciplinary procedures

What if a member of my staff is accused of abuse?’

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation. If abuse cannot be ruled out then the Police should be contacted

If abuse is confirmed

- Implement standard disciplinary procedures
- Review general practice in relation to safeguarding children, young people and vulnerable adults

What if I am accused of poor practice or child abuse?

Contact your Line Manager as soon as possible and write a detailed account of what happened

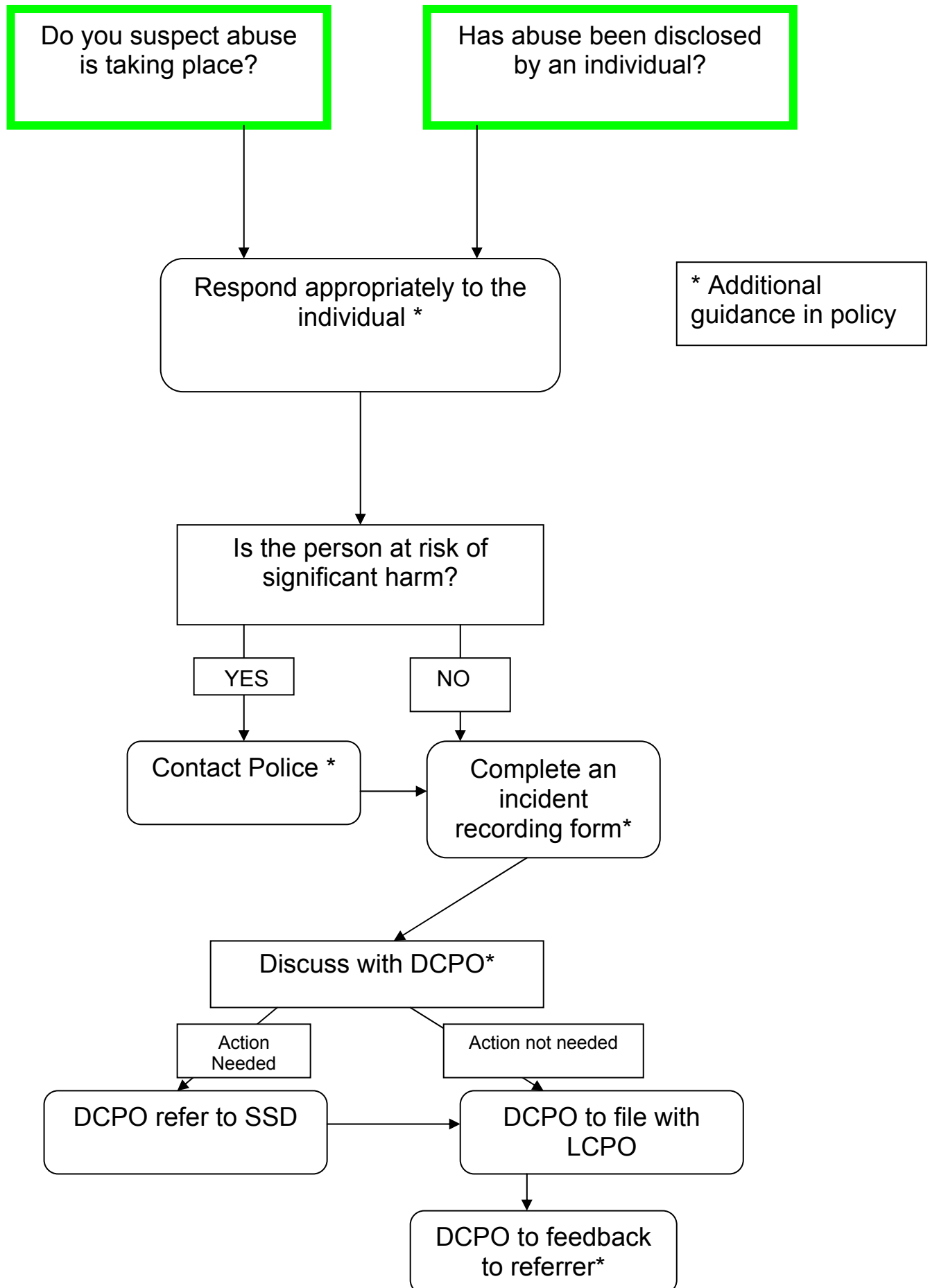
They will investigate the incident and take appropriate action

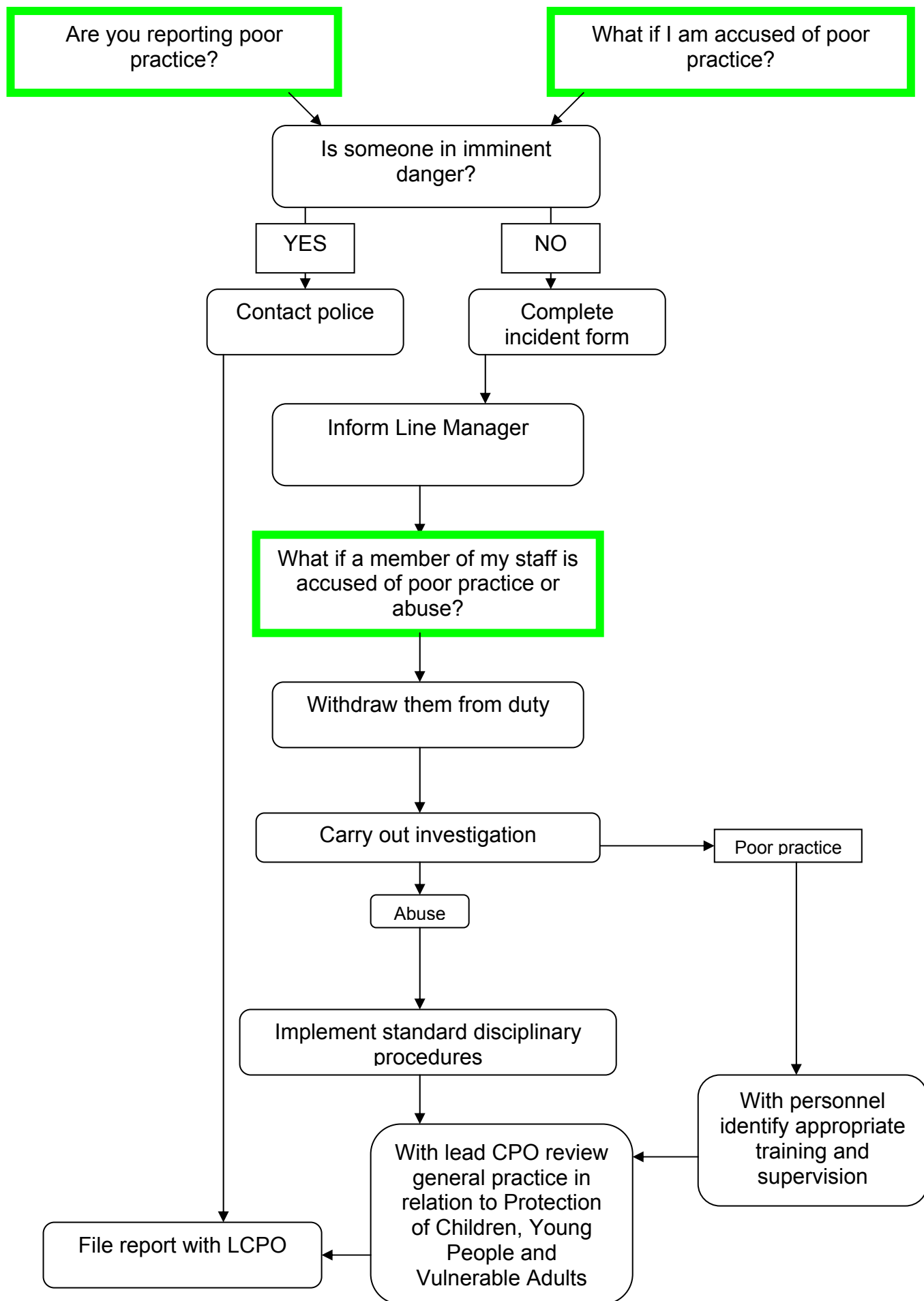
Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a *need to know basis* only.

Information will be stored in a secure place with the Lead CPO (hard copy or electronically). Access will only be allowed via the LCPO.

Safeguarding Children, Young People and Vulnerable Adults





Reference Request

Name:

Date of Commencement of Employment:

Job Title:

Main duties including responsibilities for employees and councillors, etc:

Experience of working with children and young people or vulnerable adults:

Full or part time

(If part time, number of hours per week)

Salary (or wage rate):

Details of work responsibilities:

Achievements in last 12 months:

Assessment of performance:

(Identifying any particular strengths or weaknesses)

Sickness record:

(Number of days absent in last full year or, if employed for less than 1 year, during period of employment)

Disciplinary record:

Are there any disciplinary warnings recorded in respect of the applicant? YES/NO

If YES, please state the reasons for the warning(s) and when it was (they were) given:

If the person has left your employment - was there any disciplinary action during his/her period of employment with your organisation? YES/NO

If YES, please give details:

Are you aware of any convictions (other than spent convictions) recorded against the applicant? YES/NO

If YES, please specify these:

Do you know any reason why we should not employ him/her? YES/NO

If YES, please specify:

Did you find him/her:	Honest	YES/NO
	Punctual	YES/NO
	Reliable	YES/NO

If the applicant is no longer in your employment:
Date of leaving:

Reason for leaving:

Would you re-employ him/her? YES/NO

Do you have any further comments which you wish to offer about the applicant, bearing in mind the post for which he/she has applied, as described in the accompanying letter?

Signature..... Date:

Name.....

Position in Organisation:

Name, address and telephone number of company/organisation



Self Disclosure Form

CONFIDENTIAL

Have you ever been convicted of a criminal offence or been subject of a caution or Bound Over Order?

Yes

No

If 'yes' please state the nature and date(s) of the offence(s)

Have you ever been subject to any disciplinary action or sanctions relating to the abuse of children, young people or vulnerable adults?

Yes

No

If 'yes' please give details

You are required to self-certify that you are not known to any social services department or police investigating body as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

Signed:

Date:

Name (please print)

Any other name you have previously been known by

Address:

Date of Birth

Place of Birth

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions)

As part of the checking procedures for anyone who may have access to children, young people or vulnerable adults while working for HDC, you are advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

Setting the Right Context for Safe Working

Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times

Never leave children, young people or vulnerable adults unattended or with employees or councillors who have not been subject to a Criminal Records Bureau check

Do not allow allegations to go unchallenged, unrecorded and unreported

Good Preparation

Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others, of your whereabouts and intended action

Where possible, have male and female leaders when working with a mixed group

Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer)

Ensure photos or videos are not taken without written permission from parents/carers. See permission slip at Appendix 4

Ensure you have access to a first aid kit and telephone and know fire procedures

Ensure that toilet trips and first aid are carried out in pairs/groups or in the latter case where you can be seen

Ensure appropriate clothing is worn by yourself and those participating at all times

When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

Setting the Right Environment

Set an example you wish others to follow

Treat everyone with respect

Ensure everyone has an equal opportunity to participate

Do not show favouritism

Do not do things of a personal nature that individuals can do for themselves

Do not permit abusive activities eg bullying

Deal firmly and fairly with attention seeking behaviour

Do not allow inappropriate language or use it yourself

Never make sexually suggestive comments

Remember someone else might misinterpret your actions even if well intentioned

Avoiding Allegations

Never physically restrain a child, young person or vulnerable adult unless to

- Prevent physical injury to the individual or to another person
- Prevent damage to any property
- Prevent or stop the individual committing a criminal offence

If transporting children, young people or vulnerable adults in your car...

- have appropriate written consent from parents
- have appropriate insurance that covers business use
- have a current CRB check
- where possible have another member of employees and councillors with you

Never share overnight accommodation with a child, young person or vulnerable adult or let them stay at your home unsupervised

Do not engage in physical contact without clearly explaining your reasons

Where possible, ensure parents supervise in changing rooms

Huntingdonshire

DISTRICT COUNCIL

ACTIVITY PERMISSION FORM

Name (parent/carer)

Name (participant)

Address

Telephone No.

Date of Birth

Emergency telephone no/nos*:

***These numbers must be contactable on the day of the activity**

Medical Conditions

(please give details of any medicine)

Doctor's name & No. _____

Igive my son/daughter permission to take part in the activities operated by Huntingdonshire District Council.

Signed (parent / carer) _____

Print Name _____ Date _____

Photographic Statement

Please be aware that official photographers may be in attendance during some activities. They will be easily identifiable and will be creating a pictorial record of the activities by taking photographs of activities. If, for any reason, you do not wish your child/children to be photographed please indicate this by ticking the box below.

I do not wish my child/children to be photographed at activities operated by Huntingdonshire District Council ☐

Use of Photographs Consent

I agree that photographs or video shots taken during this activity may be used by Huntingdonshire District Council for purposes of promoting and improving such activities. The images may be used on the organisation's websites, in local papers or other promotional material.

Signed (parent / carer) _____

TO TAKE PART IN THE ACTIVITY YOU MUST BRING THIS FORM WITH YOU ON THE DAY

Huntingdonshire District Council is registered with the Information Commissioner for the purpose of processing personal data. Any personal data you provide on this form will be used to monitor and improve the services offered by the District Council. Your personal data will only be disclosed to others in accordance with your permission. If you have any concern about the processing of personal data by Huntingdonshire District Council please contact the Data Protection Officer at Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



Huntingdonshire District Council

Medication & First Aid Policy

Employees shall only accept responsibility for holding prescribed medication that can be self administered subject to the completion of a medication consent form.

All medication brought to an activity must be in a sealed envelope clearly marked with the individual's name, the type of medicine and the amount and frequency of the dose.

All medicines shall be made available to the individual from a control point that will be identified through the risk assessment.

Where available two activity leaders must separately have the individual verbally confirm their name as that written on the envelope containing the medication and the register. Issue will be recorded on the medication consent form. Where two are not available the responsible activity leader will solely undertake the above check.

With the exception of the Leisure Centres, due to the nature, location and frequency of the activity programme individuals who are unable to self-administer their medication cannot be accepted. Individuals who are unable to self-administer will only be accepted onto Leisure Centre activities where suitably trained members of employees and councillors are available.

If a first aid incident occurs the activity leader must be informed. The activity leader will identify and agree an appropriately qualified member of employees and councillors to undertake first aid prior to the commencement of the activity.

An accident report form will be completed after all first aid incidents. An individual's parent/carer will be required to sign the form on collection of the named individual.

Where an individual is not well enough to take part in an activity parents/carers will be notified and required to collect them. In the event of an emergency the parents/carers and the appropriate emergency services will be contacted.

Name	
------	--

[illegible]

**Community Services
Medication Consent Form**

		Please complete all sections
Before	Name	
	Date of Activity	
	Name of Activity	
	Medication	
	Dosage	
	Time to be Administered	
	Parent/Carer Signature	
During	Employees and councillors to sign to confirm medication issued	
After	Parent/Carer Signature	

Reporting Incidents or concerns of abuse or poor practice

Please give as much information as possible, using extra sheets if necessary. Once completed pass to your Designated Child Protection Officer or in their absence to another DCPO as soon as is reasonably possible

Name of child, young person or vulnerable adult:	Date of birth:
Home address:	Phone number: Name of parent(s) / carer(s):
Any special factors to be considered (e.g. language difficulties, disability, or anything else of relevance):	
Are you reporting your own concerns or passing on those of somebody else? Details:	
What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay	
What (if any) physical, behavioural or indirect signs were present?	
Have you spoken to the child, young person or vulnerable adult?	Yes/No
Record what was said using children, young people or vulnerable adults own words	

Have you spoken to the parents/carers?	Yes/No
Record what was said in their own words	
Has anybody been alleged to be the abuser?	Yes/No
Details:	
Have you consulted anyone else?	Yes/No
Details:	
Is there anyone else who might be involved in the incident? eg anyone you think has seen or heard things relating to the incident	Yes/No
Details:	
Any other relevant information	
Your Name:	Position:
Your contact details:	
Your signature:	Date:
Name of person receiving this report:	Position:
Signature:	Date:

Safeguarding Children, Young People and Vulnerable Adults Action Plan for Implementing the Policy

ACTION	LEAD	BY WHEN
Implement amended and new documents <ul style="list-style-type: none"> • Reference Request Forms • Self Disclosure Forms • Activity Permission Forms • Reporting Incidents or Concerns of Child Abuse or Poor Practice 	Personnel DCPOs	September 2006
Identify Designated Child Protection Officers	Lead CPO	September 2006
Identify appropriate training for staff and councillors	Health and Safety Co-ordinator	
	Training & Development Adviser	September 2006
2-day training course for LCPO and DCPOs	LCPO	October 2006
Identify posts with significant access to children, young people and vulnerable adults and recruit to 1-day training course	Training & Development Co-ordinator	August 2006
1-day training course for posts with significant access to children, young people and vulnerable adults	Health and Safety Co-ordinator and Personnel	From October 2006
Amend existing 1-hour session (Leisure Services) to support work experience supervision	Training & Development Adviser	December 2006
Arrange programme of 1-hour training sessions	Training & Development Adviser	From May 2006
Arrange facilitators to work with staff teams as requested	Training & Development Adviser	From October 2006

Up-date training	Training & Development Adviser	October 2009
Ensure new members of staff in relevant posts access appropriate level of training via LSGB programme		From December 2006
Review of policy	LCPO	October 2009

Designated Child Protection Officers:

The Lead Child Protection Officer (LCPO) for HDC is Phil Duerden

Designated Child Protection Officers (DCPOs) provide a point of contact for staff who want to test concerns about Safeguarding children, young people or vulnerable adults or take forward a disclosure.

DCPOs for HDC will be:

- Personnel (1)
- Health and Safety Co-ordinator + nominate people in Leisure Centres
- Countryside Services (2)
- Operations (1)
- Head of Environmental and Community Health Services

Notes to training actions:

1. We are members of the LSGB and as such can access their training free of charge. This will cover most of our introductory needs – a 2-day course for the LCPO and DCPOs and a 1-day course for those with significant access to young people. Courses are run through out the year but in the first instance there may be some benefit in arranging training days just for HDC staff. Once all appropriate staff are trained, new staff can fit into other existing multi-agency courses. Training needs to be repeated every 3 years.
2. Posts with 'significant access' to children, young people and vulnerable adults will initially be identified by the LCPO from the list of posts requiring a CRB check. In future new posts or new members of staff coming into one of these posts will need to attend the 1-day training either at HDC or as part of a multi-agency training day
3. A short introduction to Child Protection is currently available for people working in Leisure. This format will be useful for many people who will be working with young people doing work experience. The current session will be reviewed and adapted, then delivered early spring each year before work experience placements begin
4. Whilst developing the policy specific issues have been raised in relation to individual services. It would be useful to identify a facilitator with practical experience of safeguarding (possibly through the LSGB) who could help services develop practice in their own teams

EMPLOYMENT PANEL

7TH JUNE 2006

REQUESTS TO FILL VACANT POSTS (Report by the Head of HR and Payroll Services)

1. INTRODUCTION

1.1 The Council, at their meeting on 10th December 2003, in considering the Medium Term Plan for 2004/05 agreed in respect of vacant posts:

- That specific prior approval be sought and obtained from the Employment Panel before recruiting to any new District Council posts;
- That specific prior approval be sought and obtained from the Employment Panel before recruiting to fill vacancies in any existing posts graded 1-9;
- That the relevant Directors, after consultation with the Chairman of the Employment Panel, be authorised to approve recruitment to fill vacancies in any existing posts graded 10-17

2. POSTS TO BE CONSIDERED

2.1 The attached Schedule lists those posts which fall within the above categories for consideration by this Panel, together with any relevant information on each post

3 RECOMMENDATION

3.1 Members are recommended to consider the posts on the Schedule and to agree to commence recruitment.

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Background Starters and Leavers Lists held in HR Section
Papers:

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SCHEDULE

Date Vacant	Post Ref	Post Designation	Grade	Division	Reason for Vacancy	Comments
21.04.06	OP009	Development Control Manager	6	Planning	Promotion	<p>This is a key role in terms of the service being able to cope with, and effectively respond to, the growth pressures that are currently, and for the foreseeable future, focused on Huntingdonshire. This role is responsible for managing the Development Control Service and the staff in the Development Control section, which is a large team of 25 staff, and for leading in respect of a personal caseload of major development proposals. If this post were not filled, the service would have no option but to try and buy in specialist planning consultancy advice because the Council, acting in respect of its role as Local Planning Authority, has a statutory duty to deal with planning applications and other development proposals within prescribed timescales (and performance in these areas are of course monitored as a Best Value Performance Indicator and are now also intrinsically related to levels of Planning Delivery Grant received).</p> <p>We are already experiencing difficulties in terms of filling other senior planning vacancies and whilst the existing team of 'Planning Managers' has adapted well to date, there is an obvious limit to the capacity of the existing team to absorb any further managerial pressures</p>

26.05.06	OP217	Supervising Inspector - Arboricultural	9	Operations	Resignation	<p>The tree works team was set up following a safety survey of all trees in the district which identified the need for an ongoing management plan to minimize the risk of future claims. (The number and cost of claims had been rising year on year and was reaching unacceptable levels). Previously, tree maintenance work had been carried out using various local sub contractors. Any urgent works required attracted premium payments and limited our ability to respond quickly following storms etc.</p> <p>The cost of undertaking this work in-house is less than it will be if externalised and re filling this post is essential if we are to avoid having to sub contract the work again.</p> <p>The post holder is a 'working' supervising inspector who carries out technical inspections, runs the team and undertakes specialised works.</p>
31.05.06	CT181	Help Desk Analyst	9	Information Management	Promotion	<p>The loss of one of only four Help Desk Analysts in the team would have a direct, negative impact on the service that the Help Desk provides. Service provision of the Help Desk would need to be cut and users would suffer as result. This would result in Service Delivery of the whole council suffering. The Help Desk service would become more reactive and less proactive and users would not be able to make such effective use of IT as it current does now and in the future.</p>

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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