

3 November 2017

Dear Councillor,

A meeting of the **SCRUTINY COMMITTEE FOR COMMUNITY, HOUSING AND PLANNING** will be held in the **Council Chamber** at these offices on **Tuesday 14 November 2017 at 7.00 p.m.**, when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interest from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the meeting of the Scrutiny Committee for Community, Housing and Planning held on 12 September 2017.	3 - 10
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Site Allocation Development Plan Document	11 - 16
7. Affordable Housing	17 - 29
8. Armed Forces Community Covenant Progress Report 2017	30 - 33
9. Mid Sussex District Council Safeguarding Children and Adults Policy	34 - 58
10. Crime Figures Overview	59 - 62
11. Scrutiny Committee for Community, Housing and Planning Work Programme 2017/18.	63 - 64
12. Questions pursuant to Council Procedure Rule 10 due notice of which has been given.	

Working together for a better Mid Sussex



To: **Members of Scrutiny Committee for Community, Housing and Planning** – Councillors Barrett-Miles, E. Belsey, Cherry, Coote, de Mierre, Forbes, Hatton, C. Hersey, M. Hersey (Vice-Chairman), A Jones, Matthews, Walker (Chairman), Watts Williams, Wilkinson, Wyan.

**Minutes of the Meeting of the Scrutiny Committee for
Community, Housing and Planning held on 12 September 2017
from 7:00 p.m. to 8:45 p.m.**

Present: Councillors: Neville Walker (Chairman)
Margaret Hersey (Vice-Chairman)

Andrew Barrett-Miles
Edward Belsey
Richard Cherry
Phillip Coote
Ruth de Mierre

Bruce Forbes*
Sue Hatton
Chris Hersey
Anne Jones
Edward Matthews

Anthony Watts Williams
John Wilkinson
Peter Wyan

*Absent

Also Present (Cabinet Members): Cllr Andrew MacNaughton and Cllr Norman Webster.

Also Present (Members): Cllr Gary Wall and Cllr Jonathan Ash-Edwards.

Tom Clark, Solicitor to the Council, informed Members of the revised agenda as requested by The Chairman to remove Item's 8,9,10 from the agenda to be discussed at the next meeting, this was agreed.

1. SUBSTITUTES AT MEETINGS OF COMMITTEE - COUNCIL PROCEDURE RULE 4

None

2. APOLOGIES

Apologies had been received from Councillor Bruce Forbes.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES

The Minutes of the meeting of the Committee held on 29 June 2017 were agreed as a correct record and signed by the Chairman.

5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

None.

6. DISTRICT PLAN – MAIN MODIFICATIONS – PUBLIC CONSULTATION.

Judy Holmes, Assistant Chief Executive, introduced the Report to review the main modifications of the District Plan. She outlined how the Planning Inspector had noted that the proposed 5 year land supply was not 'comfortable'. The Assistant Chief Executive then set out a range of options which had been considered to make the housing supply figure more robust including possible amendment to policies and consideration of sites which could be considered as possible additional strategic housing allocations. The Assistant Chief Executive summarised the reasoning behind and the need for the proposed strategic

allocation for Hassocks now set out in the Proposed Modification DP 9b. The Plan makes provision for 876 homes per annum until 2023/24, then 1090 homes per annum from 2024/25 to 2031, subject to the outcomes of a Habitats Regulations Assessment. The Assistant Chief Executive then highlighted that the Inspector's final report should be received in December 2017. It is anticipated that the Plan will be presented at Full Council for adoption in January 2018.

Sally Blomfield, Divisional Leader for Planning and Economy, supplemented the Assistant Chief Executive's statement by summarising the Main Modifications recommended by the Inspector to make the Plan sound and compliant. In regard to DP2 the main changes are to: increase jobs provision per year from 330 to 540; reduce the minimum requirement of land for business parks from 30 hectares to 25 hectares; and to clarify the status of the Science and Technology park. Regarding DP5 the Main Modification, as already mentioned by the Assistant Chief Executive, is the change in the housing provision figure. Sally Blomfield explained the purpose and contents of the new Policy DP5a which sets out the commitment to joint working and the commitment to preparation of a site Allocation Development Plan Document. The Main Modification to DP19 requires developers to provide a transport assessment or transport statement to support planning applications. The Divisional Leader for Planning and Economy concluded her address, informing Members that policy DP24- Housing Density had been deleted, in response to advice from the Planning Inspector although reference to the need to optimise development on sites would be included as part of the Main Modification to Policy.

A Member, who is also a Member of Hassocks Parish Council, queried why the Parish Council had not received information from their Neighbourhood Planning consultant regarding a meeting between MSDC Planning Officers and their consultant.

Andrew Marsh, Planning Officer, who had attended the meeting with the Parish Council's consultant, He noted that the meeting focused on the preparation of technical regarding the implications of an allocation on Land north of Clayton Mills and the preparation of the Neighborhood Plan. Councillor Marsh noted that the draft Neighbourhood Plan with the strategic allocation would now be able to proceed without additional housing site allocations, as the requirement for new homes in Hassocks would be met through the draft allocation.

A Member raised concern with the reduction of the minimum area of business parks from 30 hectare to 25 hectare as she believed that this would not benefit businesses. Divisional lead for Planning and Economy highlighted the changes to DP6, the settlement hierarchy, particularly the consequential changes arising from the proposed Site Allocation at Hassocks in terms of distribution of housing numbers. The Divisional Leader for Planning & Economy noted that the policy already sets out the Council's Strategy for achieving job/growth through a range of different measures including intensification of existing sites and support for necessary infrastructure. The reduction in the area of land for employment adjacent to the Hub was based on site specific consideration and in the wider context of the Northern Arc development including the need for additional housing, speed of housing delivery and need for additional infrastructure. She continued that the Site Allocations document would also be exploring the need to allocate additional employment land and this would also contribute towards the supply of employment land going forward.

A Member queried if any sites, other than the Clayton Mills site, had been considered as a potential strategic allocation.

Chris Tunnell, Special Advisor, confirmed that an assessment had been carried out on other possible strategic sites (sites above 500 units) in Haywards Heath, East Grinstead and Burgess Hill. Only sites which are considered deliverable within the 5 year period

could be considered. Officers believe that the Clayton Mills site is the only deliverable site and that could be delivered without a significant impact on the integrity of the Ashdown Forest.

A Member asked which studies have been carried out in relation to traffic around the Clayton Mills site as he was concerned that there is only one entrance into the site.

The Special Advisor outlined how a strategic transport assessment for the site had been carried out, which found that in principle, safe and viable access could be achieved, to the site.

A Member noted that he could not find any references in the Main Modification to secondary education provision as a requirement to the Clayton Mills site.

The Special Advisor confirmed that WSCC have not identified specific need for secondary education, but that developers would be required to provide S.106 contributions to West Sussex County Council for secondary education provision: if, though consideration of the planning application it was identified as needed.

A Member raised concern about the safety of the residents of the proposed development at Clayton Mills as a Public Right of Way links the site to land to the west of the railway line, via an unmanned pedestrian crossing over the railway line. He made reference to the Friars Oak proposals also has access to the same Public Right of Way.

Lois Partridge, Business Unit Leader for Planning Policy & Economy, noted that previously, the Council liaised with Network Rail when the Friars Oak application was submitted and would continue to do so, regarding this strategic allocation of Clayton Mills. The developers would be required in Policy DP9b to ensure that any crossings of the line meet Network Rail safety standards, and are agreed by Network Rail.

A Member requested that a Memorandum of Understanding or similar document is agreed with Hassocks Parish Council, before the Main Modifications are presented to full Council.

The Assistant Chief Executive confirmed that the Council will work closely with Hassocks Parish Council regarding the proposed strategic allocation, and the preparation of the draft Hassocks Neighbourhood Plan, and will continue to carry out all due diligence work to ensure that the aims of the Parish and the District Council are met.

A Member believed that the 3rd paragraph of page 42 of the Report was confusing in regards to proposed further strategic development in the Plan. He also queried Policy DP5a and whether the work with Coastal West Sussex & Greater Brighton would lead to more development in West Sussex.

In response to the first query the Special Advisor committed to review the text in question. In response to the Member's second query the Special Advisor described how MSDC will continue to work with the Greater Brighton Strategic Board and Coastal West Sussex to discuss unmet housing needs, but that this does not confer any responsibility on MSDC to provide for that unmet need. .

A Member noted that there is no provision made in the Main Modifications for the provision of bungalows. In addition she questioned whether there was any sixth form provision in the district.

The Divisional Leader for Planning and Economy confirmed that there was policy provision to allow for bungalows in the District Plan in the Housing Mix Policy however as

this was not part of the Modification this would not be subject of consideration at this stage in plan making. She also confirmed that sixth form provision will be provided in the District and that through work with West Sussex County Council the secondary school to be provided as part of the Norther Arc development would also make provision for a sixth form .

A Member detailed how he was aware of the sensitivity of the Ashdown Forest and that there could be damage to the habitats here from traffic movements associated with previous development, and he asked officers how the harm would be mitigated from future development. The Member also noted that in Policy DP5, the Main Modifications make provision for more than 1,000 new homes in East Grinstead.

In regard to the Member's first query, the Special Advisor confirmed that any approval being taken regarding the Ashdown Forest must ensure that proposed development does not have an adverse impact on the integrity of the Ashdown Forest. He suggested that the Government is also exploring how to address this issue as it affects a large number of other Councils in the area.

In response to the Member's second query, the Special Advisor noted that Policy DP5 identifies the total number of houses which will be delivered from each settlement category; the number attributed to individual settlements is only advisory, and if East Grinstead is unable to meet the numbers set out in the supporting text to Policy DP5, the residual requirement will need to be met from Haywards Heath and Burgess Hill.

A Member questioned the increase in the total number of additional jobs required within the District and how this would be monitored.

The Divisional Leader for Planning and Economy outlined how the plan has been based on evidence that an Economic Growth Assessment had been undertaken contained in Policy DP5; and that there are a number of indicators included in the District Plan which would enable monitoring of the success of Policy DP2. She also reminded the Member about the work being undertaken on the Economic Development Strategy and that this would also be monitored carefully. The Planning Officer added that a paper would be prepared explaining the calculations behind the employment growth figures, which would provide the evidence for the planned job numbers.

A Member queried why the minimum 30% affordable housing on page 49 of the Report had been struck out.

The Business Unit Leader for Planning Policy & Economy confirmed that the deletion was a result of a duplication of figures but assured the Member that, as listed in Policy DP9, there is a minimum requirement of 30% affordable housing provision on all sites of 11 or more dwellings across the District.

A Member raised concerns that there is no reference to healthcare provision, and questioned whether the Plan makes any provision for this land use.

The Divisional Leader for Planning and Economy described how Policy DP18 allows for the allocation of contributions from developers which will fund surgeries as required. She outlined that the Council would work with the statutory providers through the preparation of the Site Allocation DPD.

A Member queried if the Council was being too prescriptive in its requirements for 50% of new employment land uses to be for graduates on the 4th paragraph of page 37.

The Divisional Leader for Planning and Economy noted that the requirements set out in the supporting text are from the Strategic Economic Plan, not from the District Plan is not a policy requirement but an aspiration. However, the aim of the Science & Technology Park is to create high EVA jobs which would be likely to be attractive to graduates.

A Member sought clarification on whether the Hassocks Neighborhood Plan would need to continue to allocate the smaller site for Clayton Mills if the allocation through DP9b is progressed and whether the results of the Examination can be published before their consultation period ends.

The Assistant Chief Executive confirmed that the development site identified in the draft Hassocks Neighbourhood Plan would not be required if the strategic site in the District Plan allocated is met. She confirmed that the responses on the Main Modifications would be publically available.

A Member queried if there was a plan for any improvement to any water treatment works following this development and referenced complaints from residents in proximity to the Goddards Green Waste Water Treatment Works.

The Divisional Leader for Planning and Economy noted that the Council is working with Southern Water and the developers of the Northern Arc to resolve the odour issues which could affect planned development and was preparing a Housing Infrastructure Bid for grant funding and deliver improvements. In addition, it was noted that the water treatment works does have capacity to treat waste water from the Northern Arc.

A Member raised concerns with the provision of employment land and whether there would be an appropriate mix of freehold and leasehold plots and plots of different sites to meet local needs.

The Divisional Leader for Planning and Economy stated that the policy requirements cannot be too prescriptive regarding ownership however through the work on the Economic Development Strategy Officers are continuing to work with the developers/providers of sites to ensure local needs are being met.

The Chairman then noted that no Member wished to speak so moved to the recommendation which was agreed with 13 Members in favour and 1 against.

RESOLVED

That the Scrutiny Committee recommends to Council that it:

- (i) approves the proposed Main Modifications to the Mid Sussex District Plan 2014-2031 as set out in Appendix 1 for consultation in accordance with statutory requirements;
- (ii) agrees to publish the updated Sustainability Appraisal, Habitats Regulations Assessment and Equalities Impact Assessment of the District Plan which accompany the proposed Main Modifications;
- (iii) agrees that the proposed Main Modifications and consultation responses are submitted to the Inspector for consideration in the preparation of his Report into the Public Examination of the District Plan; and
- (iv) authorises the Divisional Leader for Planning and the Economy, in consultation with the Cabinet Member for Planning, to make any further necessary minor

amendments for purposes of clarification to the District Plan prior to the Plan's adoption.

7. IMPLEMENTATION OF PUBLIC SPACES PROTECTION ORDERS FOR DOG CONTROL

Ben Toogood, Emergency Planning & Outdoor Services Manager, introduced the Report which had derived from recent Government legislation. This new legislation allows Officers to retain powers to promote responsible dog walking and gives the Council's Park Ranger's powers to take enforcement action on those who do not control their dogs.

A Member raised concern with the number of Park Rangers and queried if there were enough of them to deal with this. She also sought clarification as to how individuals who let their dog foul can be investigated.

The Emergency Planning & Outdoor Services Manager confirmed that there are sufficient rangers, enforcement action is rarely necessary as the vast majority of dog walkers act responsibly. Ranger activity in this regard is therefore proportionate to the issue. He added that when somebody reports irresponsible dog ownership the Rangers will investigate to see if enforcement action can be taken.

A Member queried if Rangers are spread through the district and queried how many fines had been issued.

The Emergency Planning & Outdoor Services Manager described how there is one Ranger for each of the main towns and their surrounding villages. In response to the Member's second query Mr. Toogood confirmed that 6 Fixed Penalty Notices had been issued since the inception of the existing legislation.

A Member asked for clarification as to whether the Park Rangers will only enforce on MSDC land and not Parish managed land such as Adastra Park, in Hassocks.

The Emergency Planning & Outdoor Services Manager mentioned that the legislation can be applied to all areas of public realm, so the Rangers could carry out enforcement action in other public areas not owned or managed by MSDC should particular problems be identified.

A Member highlighted that there was no reference to the control of dangerous dogs such as them being muzzled.

The Emergency Planning & Outdoor Services Manager confirmed that this was covered under the Dangerous Dogs Act which is enforced by the Police.

The Chairman noted that no Member wished to speak so moved to the recommendation which was agreed unanimously.

RESOLVED

The Committee are recommended to:

- (i) Note the contents of this report and recommend to Council the adoption of the Public Spaces Protection Orders as set out in Appendix 1.

8. EMERGENCY PLANNING AND COMMUNITY RESILIENCE

Ben Toogood, Emergency Planning & Outdoor Services Manager, introduced the report which was as a result of a request from Members.

A Member was not aware that the Council works with Parish Council's in relation to this so queried what charities and voluntary organisations the Council works with. She also queried when the next Emergency Planning Meeting was taking place and if she could attend.

The Emergency Planning & Outdoor Services Manager detailed how the Council works with voluntary organisations such as the British Red Cross and also other entities in the voluntary sector such as the Neighbourhood Watch in preparing for emergencies. The Member asked whether all of the agencies were involved in emergency exercises. The Emergency Planning & Outdoor Services Manager confirmed that large scale exercises involving all agencies do not happen every year but he would inform Members when the next one takes place.

The Vice-Chairman commented on the on-line form for spontaneous volunteers to assist in emergencies and outlined how not everyone can access a computer let alone at the time of emergency.

The Emergency Planning & Outdoor Services Manager described how the form aims to be provided before an emergency and at the rest centres to ensure that all the volunteers' details can be captured. This aimed to speed up the process of recruiting volunteers when they are needed and would prevent queues of willing volunteers building up in rest centres.

Tom Clark, Solicitor to the Council, informed Members in regard to members of the public clearing snow off their drive during times of snow. He detailed how the Social Action Responsibility Act protects individuals who clear snow but unfortunately injure somebody else as long as their aim was through good intentions.

The Chairman noted that no Member wished to speak so moved to the recommendation which was agreed unanimously.

9. AMENDMENTS TO TAXI LICENSING POLICY

Tom Clark, Solicitor to the Council, detailed how they had received 2 additional responses from Haywards Heath Town Council and Mid Sussex Cars. He drew Members attention to this particular item and how it was considered at the previous committee. The Solicitor to the Council then requested Member to endorse the item to go to Council.

The Chairman moved to the recommendation which was agreed unanimously.

RESOLVED

To endorse for approval by the Council on 27th September 2017 the proposed changes to Hackney Carriage and Private Hire Licensing Policy as detailed in Appendix 1

10. SCRUTINY COMMITTEE FOR COMMUNITY, HOUSING AND PLANNING WORK PROGRAMME 2017/18

Tom Clark, Solicitor to the Council, reminded Members of the change to Work Programme with the inclusion of the items which was deferred from the current meeting to the next.

RESOLVED

The Committee agreed the current work programme.

Chairman

6. SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY
Contact Officer: Lois Partridge
Email: lois.partridge@midsussex.gov.uk Tel: 01444 477063
Wards Affected: All
Key Decision: Yes
Report to: Scrutiny Committee for Housing and Planning
Date of meeting: 14th November 2017

Purpose of Report

1. The purpose of this report is to provide members with information about the preparation of the Site Allocations Development Plan Document (DPD), which will identify sites for housing, employment and other land uses, and will cover the period to 2031.
2. The paper seeks to provide Members with information on the early stages of preparation of the Site Allocations DPD; the proposed governance arrangements; and engagement with the development community, which will support the preparation process.

Summary

3. This report:
 - a) Provides information on the early stages of preparation of the Site Allocations DPD, which includes a Call for Sites, the preparation of a Strategic Housing and Employment Land Availability Assessment (SHELAA), and a Site Selection Paper;
 - b) Sets out the proposed arrangements for the establishment of a Member Working Group to oversee the preparation of the Site Allocations DPD and seeks this Committee's approval of the Working Group. Draft Terms of Reference for the Member Working Group are set out at Appendix 1.
 - c) Notifies Members about the establishment of a Developer Liaison Group to engage with the development community, and to promote constructive dialogue.

Recommendations

4. **That the Scrutiny Committee:**
 - (i) Notes the early stages of the Site Allocations DPD process;**
 - (ii) Agrees to the establishment of a Member Working Group to oversee the preparation of the Site Allocations DPD;**
 - (iii) Notes the establishment of the Mid Sussex Developer Liaison Group.**
-

Background

5. At the Examination hearings into the District Plan, the Council committed to prepare a Site Allocations DPD, which would identify sufficient housing sites to provide the Council with a five year housing land supply to 2031.
6. Preparation of a Site Allocations DPD also provides an opportunity to review the provision of employment land in the District, and to ensure that sufficient land is allocated to meet identified employment need over the Plan period. There is also an opportunity to safeguard land for other uses such as community buildings or green infrastructure through the Site Allocations DPD.
7. On 16th October 2017, Cabinet approved a revised Local Development Scheme (LDS), which set out the timetable to take the District Plan 2031 to adoption in early 2018, and for the preparation of a Site Allocations DPD, to be adopted in 2020.
8. The LDS noted that preparation of a Site Allocations DPD would commence in October 2017. The LDS timeline is set out for reference at Appendix 2.

Site Allocations DPD

9. The first stage of preparation of a Sites Allocations DPD is to identify sites for consideration and assessment. The Council published a Call for Sites on 4th October 2017, which will close on 31st October 2017. The Call for Sites asks landowners and agents to submit details of any sites they want to promote for housing, employment or other uses.
10. Officers have been proactively contacting a wide range of landowners, including private individuals, West Sussex County Council, Sussex Police, NHS Trusts and Clinical Commissioning Groups to improve awareness of the current Call for Sites.
11. Evidence will need to be prepared to support and inform the identification of suitable sites for allocation. These include, but are not limited to:
 - (a) Strategic Housing and Employment Land Availability Assessment and Site Selection Paper;
 - (b) Sustainability Appraisal;
 - (c) Habitats Regulation Assessment;
 - (d) Transport and Highways Assessment; and
 - (e) Landscape Assessment.

Many of these studies will be iterative as options for development emerge through the plan making process.

Members Working Group

12. It is proposed to set up a task and finish Member Working Group to support the preparation of the Site Allocations DPD. The Working Group will be asked to oversee and advise on a range of technical work, including the methodology for the SHELAA and the Site Selection Paper, the assessment of sites and on the development of options for inclusion in the Issues and Options consultation document. The Member Working Group will comprise seven Members, with representative political balance. The Member Working Group will report back to the Scrutiny Committee for Housing and Planning at regular intervals.

The full terms of reference for the Member Working Group are set out in Appendix 1 of this report.

Strategic Housing and Employment Land Availability Assessment and Site Selection Paper

13. The Council is required to produce a SHELAA to identify sufficient land to meet its housing and employment needs. Previously the Council has produced the document in two parts, one relating to housing land (April 2016) and the other to employment land (May 2016). The new SHELAA will incorporate both housing and employment availability assessments.
14. Officers are recommending that the opportunity to review the SHELAA methodology is taken to ensure that the new SHELAA is robust and complies with Government Guidance reflecting best practice.
15. Officers will liaise with the Member Working Group, adjacent local authorities and representatives of the development industry to gain support for the methodology for the revised document. The Member Working Group will be consulted on draft options as these are developed.
16. It is proposed that the new SHELAA will provide a high level assessment of sites, only removing those sites which are significantly constrained by national designations. The Site Selection Paper will however provide a more detailed assessment of the opportunities and constraints associated with each site, and an assessment of whether identification of the site for development would comply with the spatial strategy set out in the District Plan. This process will lead to a much shorter list of sites with development potential.
17. The short list of sites identified through the SHELAA and Site Selection Paper assessments will be proposed for inclusion within an Issues and Options consultation document, which will be published in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations.

Developer Liaison Group

18. In the Mid Sussex District Council Statement of Community Involvement, the Council commits to 'front load' consultation activity, to identify potential issues and options. To assist with this, Officers are seeking to establish a Mid Sussex Developers Liaison Group which would include representatives from across the development industry. Regular meetings will be held with the Group at key stages throughout the Site Allocation DPD preparation process. It is intended that the meetings will provide an opportunity for constructive dialogue and will inform the Plan making process. In addition, the Developer Liaison Group will provide an opportunity to deal with Development Management issues and processes.

Next Steps

19. Subject to Scrutiny Committee approval, the next steps will be to develop a draft methodology for the SHELAA and the Site Selection Paper, and to consult the Member Working Group and the Developer Liaison Group on the draft proposals.
20. A public consultation (Regulation 18) is programmed to take place in September/October 2018.

Other Options Considered

21. Officers recommend that the working arrangements as presented will provide a positive framework for preparation of a Site Allocations DPD.

Financial Implications

22. There are no direct financial implications of working arrangements and it is considered that a constructive approach going forward will help to make the preparation of the Plan more efficient.

Risk Management Implications

23. The Council has committed to the preparation of a Site Allocations DPD to enable the delivery of the housing requirement set out in the District Plan. If the Site Allocations DPD is not adopted, in accordance with the timetable set out in the Local Development Scheme there is a risk that the Council will not have a Plan-led system, and will not be able to demonstrate a five year housing land supply, which will mean it is vulnerable to continued speculative applications for development.

Equality and Customer Service Implications

24. An Equalities Impact Assessment will be prepared at the appropriate stage during the preparation of the DPD.

Other Material Implications

25. There are no other material implications.

Appendix 1: Terms of Reference for the Member Working Group

Appendix 2: LDS Timetable

APPENDIX 1

SITE ALLOCATIONS DOCUMENT MEMBERS WORKING GROUP

Terms of Reference

Membership

7 members, politically balanced, comprising six Conservatives and one Liberal Democrat to advise the Scrutiny Committee for Community, Housing and Planning. Members of the Working Group will make every effort to attend all meetings.

Objective of the Working Group

To advise the Scrutiny Committee for Community, Housing and Planning on the content and direction of the document. This will include the preparation of the Plan and consideration of the evidence base that will inform the preparation of the document.

The Working Group will report back to the Scrutiny Committee for Community, Housing and Planning in accordance with the timetable for the preparation of the Site Allocations Document as set out in the adopted Local Development Scheme.

The Working Group will meet regularly, at least on a monthly basis, with the potential for more frequent meetings as required.

On completion of this task the Working Group will cease to be in operation unless otherwise agreed by the Scrutiny Committee.

APPENDIX B

Stage	2017				2018												2019												2020											
District Plan Timetable	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J					
Consultation on Major and Minor Modifications	█	█	█	█																																				
Adoption					█																																			
Site Allocations Development Plan Document																																								
Monitoring of housing land supply	█	█	█	█																																				
Call for Sites, preparation, analysis, technical work and plan development	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█																								
Cabinet/Full Council review and decision														█																										
Reg 18 document consultation													█	█																										
Consider responses, develop options and prepare final document																	█	█	█	█	█	█	█	█	█	█														
Regulation 19 (Pre-submission)																								█	█															
Deal with responses & prepare for submission																									█	█	█													
Submit Plan and supporting documents to Sec of State																											█	█												
Examination of the Plan																																	█	█	█					
Receipt of Inspector's report																																						█		
Formal adoption and publication of the Site Allocations DPD																																							█	█

7. AFFORDABLE HOUSING

REPORT OF: ASSISTANT CHIEF EXECUTIVE, JUDY HOLMES
Contact Officer Emma Shuttleworth
Email: emma.shuttleworth@midsussex.gov.uk
Wards Affected: All
Key Decision Yes/No

PURPOSE OF REPORT

1. To provide information to the Scrutiny Committee about the Council's role and responsibilities for meeting housing needs. It includes information on the resources available to the council to meet housing needs given the Council does not own any housing.
2. The report will set out the current acute challenges that face the council in its endeavours to meet the need for affordable housing in Mid Sussex. It proposes a range of potential options available to assist with meeting those challenges.

SUMMARY

3. The Council transferred its housing stock to Mid Sussex Housing Association (MSHA), in 1990. At the time, this transfer enabled the Council to reinvest to increase the housing supply in the district. Since then the financial framework has favoured development of new affordable housing by Register Providers (RPs), formerly known as Housing Associations or Registered Social Landlords. This means there has been virtually no new development of affordable housing by Councils.
4. Since 1990, the Council has provided new affordable housing through planning policies and RPs. Planning Policy currently requires sites over a threshold of 15 units and or 0.5 hectares provide 30% affordable housing, with a tenure ratio of 75% rented housing and 25% shared ownership. On 31st March 2017, there were 7405 units of affordable housing owned by a range of RPs with those built post 1990 primarily delivered by private developers through planning gain.
5. Further welfare reforms are due nationally and locally that will change the process of accessing and retaining affordable housing for low income households. This in turn will increase pressures on housing services. Council spending on Temporary Accommodation (TA) has significantly increased in the last financial year. It is anticipated that this will continue due to the national increase in homelessness and new duties through the Homelessness Reduction Act 2017 (HRA). In response, the Council has reviewed the resources in the Housing Needs Team to ensure the Council can meet these new duties.
6. It is therefore timely to look at options to improve the Council's affordable housing supply. There are short, medium and long-term options that could bring pace and certainty to delivery of affordable housing in the District. Some initiatives are more radical than others, for example providing more temporary accommodation within the district, and others will require a longer lead in time.

RECOMMENDATIONS

7. That the Scrutiny Committee:
 - I. Notes the contents of this report.
 - II. Agrees to an all Council workshop targeted at exploring the longer term options available to increase the supply of affordable housing
-

Background

8. As a local housing authority the Council has a range of statutory responsibilities relating to meeting affordable housing need in the district. These include:-
 - assessing current and future need for affordable housing;
 - adopting measures that promote the reduction and prevention of homelessness as well as duties to households who are homeless or threatened with homelessness;
 - publishing an Allocations Scheme which enables applicants to have choice in the allocation of affordable housing (known as the Common Housing Register).
9. In addition authorities are required to address the housing and housing related needs of vulnerable people and minority groups e.g. disabled persons and gypsies and travellers.
10. Mid Sussex District Council transferred its housing stock to Mid Sussex Housing Association (MSHA), in 1990. At the time this option was promoted and recommended by government as a method of generating substantial capital receipts for the Council, part of which could then be reinvested to increase the supply of affordable housing in the district.
11. The stock transfer enabled the Council to reinvest, through capital grant to MSHA and other housing associations, to increase the supply in the district. At the time the financial regime in place to support delivery of housing, including the availability of central government grant, favoured development of new affordable housing by Housing Associations, (also known as Registered Social Landlords (RSLs) or Register Providers (RPs), over development by local authorities. Until recently, this situation has continued. This means there has been virtually no new development of affordable housing by Councils.
12. At the 31st March 2017 there were 7405 units of affordable housing in the District owned by a range of Housing Associations. 6674 for rent and the balance 731 for shared ownership. MSHA were taken over by Affinity Sutton, and now Clarion, and they own 4523 units, the largest number in the District. This represents 61% of the stock of which 65% are rented with the remainder shared ownership. By agreement, Mid Sussex exercises nomination rights over 75% of Affinity Sutton's stock in the District with the remaining 25% prioritised for their tenants who need to transfer to alternative housing.
13. Nomination rights are secured generally through a legal agreement made at the point of new development, and they enable the Council to determine who is prioritised for vacant units from those on the Common Housing Register according to the provisions of the Housing Allocation Scheme.
14. The Council holds nomination rights to the majority of the social housing owned by other Housing Associations and where the Council does not hold such rights the majority of vacant units are let to applicants on the Council's Common Housing Register. The Common Housing Register was set up to provide one route of access to the majority of the social housing District. Affinity Sutton have withdrawn from these arrangements.

Housing Enabling

15. The vast majority of affordable housing is delivered by private developers through planning gain. The Housing Enabling Team work with developers and Housing Association providers to deliver new affordable housing in compliance with the Council's affordable housing planning policies.

16. Planning Policy currently requires sites over a threshold of 15 units and or 0.5 hectares provide 30% affordable housing, with a tenure ratio of 75% rented housing and 25% shared ownership.
17. Policy DPP 29 of the emerging District Plan requires the provision of a minimum of 30% affordable housing for all residential developments providing a net increase of 11 dwellings and above or a maximum combined gross floor space of more than 1000m²; or for residential developments in the High Weald ANOB providing a net increase of 6 – 10 dwellings, a commuted payment towards off-site provision, equivalent to providing 30% on-site affordable housing. A mix of tenure will be required (normally approximately 75% social or affordable rented homes, with the remaining 25% for intermediate homes, unless the best available evidence supports a different mix).
18. Proposals that do not meet these requirements will be refused unless significant clear evidence is provided to show that the site cannot support the required affordable housing from a viability and deliverability perspective.
19. Free serviced land should be made available for the affordable housing, which should be integrated with market housing and meet the New National Space Standards introduced by the DCLG in 2015.
20. A Section 106 Agreement - Town and Country Planning Act 1990 (s106) is entered into by the developer to ensure delivery of the affordable housing along with any other planning requirements. Appendix 1 shows affordable housing delivered in the District over the last 10 years.
21. For 2017/18 the current projection for the number of new affordable homes enabled suggests that the target set by the Council of 200 new affordable homes will not be achieved by the end of the financial year. This is due to a delay to start on site on a number of housing schemes. The speed of delivery of affordable housing on s106 quota sites is determined by the developer and the market in most instances. These units are not lost but will be delivered at a later date.
22. Currently there are over 1000 affordable housing units in the planning pipeline with outline planning permission. There are currently 13 permitted applications that cannot progress due to delays in agreeing s106 terms for affordable housing.
23. In exceptional circumstances the Council can negotiate a commuted sum in lieu of affordable housing on site. This is only where it is not practical for the affordable units to be delivered within the same block such as a private older persons scheme for example.
24. The Council currently has £1,677,389 of commuted sums. A further £973,650 has been secured through s106 agreements to be paid when the developments are built out. One of these sites is on site (Garland Court) whilst the other is for sale with planning permission (Slaugham Manor).
25. The Council also works with Housing Associations to deliver more affordable housing on sites which they own, or purchase and develop themselves such as Rural Exception Sites where 100% affordable housing is delivered to meet the housing needs of specific local communities. In recent years these have been completed in Crawley Down and Ashurst Wood and a new site is due to be built out in Bolney next year.
26. The Council has also worked with providers to achieve additionality wherever possible by delivering additional units on quota sites. This was a particular feature during the recession when developers were keen to assist their cash flow by selling units to Housing Associations. The Council ask all partners to look at these options wherever possible and advised that we may be able to assist with funding.

27. The Council is working closely with developers and affordable housing providers to improve delivery rates, including tightening up the provisions in s106 agreements and exploring using the Council's own land to provide affordable housing.

Shared Ownership

28. There are currently 1481 households on the Help to Buy register who wish to buy a property in Mid Sussex with an average household income of £34,500

Housing Association Partnerships

29. The Councils relationship with Housing Association partners is critical to the Council's efforts to meet housing need. Successful and sustained partnerships work consistently well in the District. Recent changes to Government policy combined with a climate of overall financial constraints affecting both sectors have created a more challenging operational environment. Government funding and investment in affordable housing has declined. The smaller amounts available for investment have been directed towards the development of units at "affordable rents" (rents up to 80% of market rents) or to homeownership products rather than for "social rent". Social rent is typically 50%-60% of market rent. For example a three bed house to rent on the open market in Mid Sussex is currently at least £1,100.00 to £1,200.00 per month. An affordable rent is set at a maximum of £ 966.00 per month which is the Local Housing Allowance Level (LHA) and typically a social rent would be approximately £600.00 to £650.00 per month.
30. Developing Housing Associations have been required by the Government's funding regime to take this approach and to convert properties let on social rents to affordable rents in order to cross subsidise new development to make up for the reduced amount of Government subsidy. This means Housing Associations have become more commercial in their overall approach and are consequently more risk averse in relation to meeting their social objectives.
31. The establishment of higher cost affordable rents combined with welfare reforms such as the removal of the spare room subsidy, and the Benefit Cap which reduces eligibility for housing benefits means that some existing and prospective social housing tenants are unable to pay affordable rents. The consequence of this is that the gap between the Council's responsibilities to facilitate housing people in housing need and the ability and appetite for Housing Associations to build or let at social rents that those in need can afford grows wider.
32. Housing Associations are increasingly concerned to ensure that the households nominated by the Council are able to afford the rent and consequently they are applying affordability tests before accepting households on low incomes especially those subject to the Benefit Cap. However, refusal of nominations is a cause for acute concern for the council because if affordable housing is not affordable for low income households nor is the private rented sector.
33. There are some families who the Council has accepted a duty to house under the homelessness legislation who are subject to the Benefit Cap. This statutory duty means that the Council has an on-going responsibility to provide housing. In these circumstances the Council is utilising a Discretionary Housing Payment (DHP) from a cash limited annual pot to provide short term funding. DHPs cannot be applied as a long term source of funding and may not always be available or sufficient to fund such households particularly if they increase in number. The total Government contribution of DHP budget for 2017/18 was £207,133. Of this the Council has awarded £65,701 as at end of October and a further £40,305 which is due to be paid out over the rest of the year. This leaves £101,126 to use for additional interventions. The Council will be notified about the amount available for 2018/19 in March 2018.

Working with the private sector

34. In order to assist people in housing need particularly, those who are homeless or threatened with homelessness, the Housing Needs Team works with the private sector, letting agents and private landlords to enable people to rent privately. The Council operates a deposit guarantee and rent in advance loan scheme which has operated successfully for a number of years however it is increasingly difficult for those on low incomes to access the private rented sector in Mid Sussex. The Council is currently recruiting a new Private Tenancy and Sustainment Officer which will assist the team with this work, improve relationships with private landlords and prevent homelessness from this sector where ever possible. It has previously proved difficult to recruit and retain staff with the right skill set to work in this challenging environment with a reluctant private sector who are unwilling to rent to anyone reliant on benefits. The focus of the role is on preventing homelessness from within the private sector as the national data shows that the ending of a private assured shorthold tenancy is the most common cause of homelessness.
35. If households are on low incomes due to low pay or if they are wholly or partly reliant on benefits then they are entitled to assistance in the form of Housing Benefit (HB) to meet their housing costs according to their income and household size. The Local Housing Allowance (LHA) is set by the Valuation Office Agency and is used to calculate Housing Benefit for tenants renting from private landlords. LHA rates are based on private market rents being paid by tenants in the broad rental market area (BRMA).
36. Since 2010 housing benefit levels have not risen in line with rising private rents, and the current freeze means that rates remain frozen at their 2016 levels until 2020, regardless of how much private rents increase. This means that there is a mounting shortfall that households have to make up in the private sector typically at least as £100.00 a month in this area. Private landlords regard tenants reliant on benefits as high risk and increasingly will not accept them as tenants when they can let their properties to more affluent households.

Further welfare reforms

37. Further welfare reforms are due to be applied nationally and locally which will make accessing and retaining affordable housing more difficult for low income households. This in turn will increase pressures on housing services.
38. Universal Credit is due to be rolled out to all new claimants in Mid Sussex from March 2018. Claimants typically have to wait 6 to 7 weeks for this benefit following a claim and there is no entitlement to benefit at all for the first seven days. Universal Credit is paid a month in arrears direct to the recipient with the intention of giving people more responsibility and control over their finances. This differs from Housing Benefit where typically the benefit is paid direct to the landlord of social tenants.
39. Evidence from areas where Universal Credit has already been rolled out demonstrate that tenants arrears levels rise steeply and there is consequential increased possession action by landlords and increased homelessness. Evidence also suggests that private landlords will be more reluctant to rent to people reliant on Universal Credit in future because of the negative perceptions about this benefit, the delays in payments and the claimants capacity to manage their finances.
40. The Government has recently responded to some of the concerns and is planning to introduce a trusted partner scheme for social landlords including a landlord's portal which should assist with the management of claimants housing costs element of the benefit. It will allow landlords to identify vulnerable tenants whose rent can be paid direct.

41. The Government has also indicated that it will not progress with the proposal to link the Local Housing Allowance to social housing rents which was due to take place in March 2019. This was a cause for concern because of the gaps that would be created by rents over LHA levels

Homelessness

Mid Sussex Facts and figures

42. As at 30th September 2017 there were 53 households in temporary accommodation. Of these 27 were in paid for guest houses outside of the District. 12 of these households had children or were expecting children. The other households were single people or couples who were “vulnerable” and in priority need for assistance. 26 households were in temporary accommodation provided for our use in the Mid Sussex District by partner Housing Associations. Appendix 2 shows the numbers on the Housing Register and those accepted as homeless and numbers in temporary accommodation.
43. Appendix 3 shows the Council's spend on Temporary Accommodation over the last 10 years.
44. It is evident that the amount the Council is spending on Temporary Accommodation has significantly increased in the last financial year. It is anticipated that this trend will continue due to the national increase in homelessness and new duties through the HRA 2017. There is also the likelihood that the net spend may increase with the impact of Universal Credit and the removal of the Temporary Accommodation subsidy from Housing Benefit. The proposed budget for Temporary Accommodation for 2018/19 is £593,489 based on extrapolated trend analysis.

Homelessness Reduction Act

45. The Homeless Reduction Act 2017 (HRA 2017) comes into force in April 2018. This is the first major piece of homelessness legislation for 15 years and will result in additional pressures on Councils.
46. The HRA 2017 will amend current duties under existing legislation and places new homelessness prevention and relief duties on Local Authorities to prevent homelessness, or if that fails, or applicants are already homeless, to relieve homelessness for all families and single people, regardless of priority need, who are eligible for assistance and threatened with homelessness. The HRA 2017 aims to ensure provision of new support to people who are not entitled to help under the current system. Whilst the Council has always tried to prevent homelessness, this is now a statutory duty requiring additional work.

Key Provisions of the Homeless Reduction Act 2017

47. The new prevention duty will require local housing authorities to take reasonable steps to help the household threatened with homelessness to remain in their current home or help them to find somewhere else to live. It also extends the period that the Council should consider a household threatened with homelessness from 28 to 56 days. This duty will arise irrespective of their connection to the area. These provisions represent a shift in focus to early intervention, to encourage Councils to act quickly and proactively, addressing concerns that some Councils previously only intervened at crisis point. The aim being that fewer households reach a crisis situation.
48. The new relief duty will require Councils to take reasonable steps to relieve homelessness for all eligible households where prevention has failed or they are already homeless. The Council will have to provide those who have a priority need

with interim accommodation whilst it carries out the reasonable steps if they have a local connection to the area. This is similar to the Council's existing duties.

49. The HRA 2017 also provides that care leavers who become homeless will now be able to demonstrate a local connection to the area where they were looked after and owes them leaving care duties, or where they have lived for a minimum of 2 years. This may increase the number of households applying to Mid Sussex District Council as homeless.

Key Implications for and Pressures on the Council of the Homelessness Reduction Act 2017

Increased workload for the Housing Needs Team

50. The number of homeless applications and need for in depth casework is likely to increase substantially. More specialist staff resources will need to be available to respond to the increase in demand and workloads. All households who approach the Council as homeless or threatened with homelessness, must have a full assessment and be provided with a full Personalised Housing Plan (PHP) in writing. This means every application will require substantially more casework and most cases will require longer intervention, with increased paperwork.
51. When the HRA 2017 was introduced in Wales, the number of applications rose by 26% and there was no duty on other public bodies to refer as will be the case in England. It is therefore anticipated that applications may rise by up to 50%.

Increased number of review rights

52. The current legislation gives applicants the right to request a review of any decision the Council makes in connection with their homeless application. Historically the number of reviews received has been low, however, the HRA 2017 provides applicants with significantly increased rights to seek reviews of the Council's decision at each stage of the assessment process and over any aspect of the PHP they disagree with. This could result in multiple reviews for the same household at different stages of the homelessness process and it is anticipated that the time scales by when some review rights need to be completed will be substantially shorter. This will generate further work for Officers in terms of undertaking and issuing review decisions and potentially defending County Court appeals.

Duty to refer

53. A number of other local agencies (defined as 'public sector' organisations) will need to be made aware of the new duties under the Act to identify clients who may be at risk of homelessness and refer them to the Council. The Council will need to ensure appropriate referral arrangements are in place and adequate resources are available to respond to those referrals.

Increased Temporary Accommodation costs

54. Temporary Accommodation costs are expected to increase because the length of time the Council will be under a duty to provide temporary accommodation to households may be longer. This is because the Council will have to provide temporary accommodation for all households with a priority need who become homeless under the new 56 day relief duty. The HRA 2017 also requires Councils to assist those threatened with homelessness due to eviction from private rented earlier in the process to avoid landlords having to take court action. Temporary Accommodation costs will certainly rise as a result of the Council having to accommodate households for longer.

55. As previously stated the roll out of Universal Credit will have a further negative impact on Temporary Accommodation costs and staff time. Claimants are not entitled to any payment at all for the first 7 days, including any housing costs. Therefore the Council will not receive any funding for the first 7 days of a placement. Other councils have found that even when they have applied for the housing costs to be paid direct to the council; it can take up to 2 months for that part of the claim to be processed and in the meantime the housing element is paid direct to the applicant.

Review of Team roles and structures & DCLG funding for mitigation

56. In response to these increased duties the Council has reviewed the resources in the Housing Needs Team to ensure the Council can meet its new duties. The Council has created a new post of Temporary Accommodation and Homeless Prevention Officer. This post will support households in Temporary Accommodation to enable them to move on as swiftly as possible into more permanent housing in either the social or private sectors and will also work to prevent households losing their existing accommodation. This post is funded for two years through DCLG Flexible Homelessness Grant.
57. Mid Sussex has received £192,927 Flexible Homelessness Grant in 2017/18 and will receive a further £221,981 in 2018/19. This is not totally new money and includes a transfer of funds from DWP to DCLG as a result of changes to HB rules, whereby funding previously paid through the HB scheme for some specific types of temporary accommodation have been withdrawn. Part of the Mid Sussex Flexible Homeless Grant is being used to make up this shortfall. It is the Council's intention to utilise this funding flexibly to prevent homelessness through a range of initiatives and individual interventions.
58. The DCLG have made available "new burdens" funding in recognition of the additional duties and resource requirements of the HRA 2017. The funding is provided over 3 years on the assumption that homelessness will be reduced following the application of the legislation and the resources will no longer be required. MSDC's modest funding is as follows.

2017-2018	£28,675
2018-2019	£26,266
2019-2020	£27,765
Total	£82,706

59. The Council is considering using this funding to recruit a temporary administration officer to assist with the considerable administrative complexities, data entry and monitoring that the new legislation requires. This should free up officer and manager time for homelessness casework and prevention
60. Homelessness prevention will continue to be extremely challenging, due to a combination of Welfare Reform, Benefit Cap, Universal Credit and a large number of private landlords either leaving the market or refusing to take on benefit claimants as tenants.

Options for members to consider

61. The report has set out the position in relation to affordable housing in Mid Sussex and the challenges. In these circumstances it is timely to look at options to improve the Council's affordable housing supply. There are potentially a number of ways in

which the Council could bring pace and certainty to delivery of affordable housing in the District. Some initiatives are more radical than others and will require a longer lead in time. Below are several potential options:-

Short Term Options

62. Options available to provide more temporary accommodation in the district.

- The Council purchasing an existing property and remodel.
- The Council purchasing a site and or using its own land holdings to develop Temporary Accommodation.
- The Council engaging a Housing Association to purchase a site to develop a bespoke scheme or to purchase off the shelf units which they would manage for our use.

Funding options include utilising commuted sums, Capital reserves or borrowing via the Public Works Loans Board.

- The Council would arrange the management of the Temporary Accommodation, if it is in its ownership, through a Housing Association. This will incur a management fee.
- Improving delivery through planning. The Council has started work on an Affordable Housing SPD. This will give the Council an opportunity to consider how it works with developers and Housing Associations to use the planning system to bring pace and certainty to the delivery of housing through planning.

Medium Term options

63. Options to increase the delivery of affordable housing by direct Council enabling

- The Council uses its own assets, sites owned by the council on which to develop a maximum amount of affordable housing. Social benefits to be weighed against the financial returns to the council of conventional development. The Council has already started to consider this and has some sites under consideration.
- The Council purchases development sites on which to deliver affordable housing either as a joint venture with a housing association or in its own right.

Funding options are commuted sums, borrowing via Public Works Loan Board (PWLB) or the Council's own Capital Reserves.

Longer Term Options

64. Options for the Council to develop housing

- The Council could establish a local housing company in order to build new council owned homes through a special purpose vehicle outside of the Housing Revenue Account to pursue housing and other property development, to hold assets on behalf of the authority and to deliver commercial returns.
- This could include housing of all tenures including affordable and potentially private rent to generate an income stream.

- There are a range of delivery models reflecting different local financial contexts and political priorities which would need to be fully evaluated and quantified in order to gauge the efficacy of setting up such a company.

These options will need to be carefully considered and worked up.

65. The Committee are asked to agree to hold a workshop for all Members of the Council to explore the aforementioned options in more detail, in particular the longer term more complex options.

Financial Implications

66. There are no financial implications arising from this report as it is for members' information only.

Other Material Implications

67. None at this stage

APPENDIX 1

Affordable Housing delivery March 2007 – to March 2017

	Intermediate/Rent key worker	Home/Buy/Shared Equity	Rent	Shared ownership	Total
2006-2007			4	29	73
2007-2008	2	12	48	43	105
2008-2009		20	110	28	158
2009-2010	20	14	62	61	157
2010-2011		2	67	16	85
2011-2012		10	131	61	202
2012-2013		11	75	22	108
2013-2014			114	12	126
2014-2015			161	60	221
2015-2016			84	29	113
2016-2017			118	58	176
					1524

The tenure mix of units and overall delivery reflects the prevailing development climate, the availability and types of funding through the Homes and Communities Agency and other funding sources including funding from the Council's commuted sums.

Housing Register & Homelessness figures at end of March since 2007

As at end of March	Numbers on Housing Register	Homelessness Acceptances	Numbers in Temporary Accommodation
2007	2744	65	31
2008	2852	40	29
2009	2769	26	22
2010	3448	32	25
2011	3165	46	27
2012	4170	38	27
2013	4856	49	39
2014	5281	45	26
2015	1759	38	30
2016	1420	39	43
2017	1243	44	48

The reasons behind the significant reduction in numbers on the housing register from 2014 to 2015 onwards are a result of a combination of the following factors:

- Introduction of requirement to have a Local Connection and strengthening of the criteria to qualify to join and remain on the Common Housing Register in line with the Localism Act 2011
- The removal of Affinity Sutton tenants who are no longer able to join the Common Housing Register.
- Introduction of annual review to remove all those who have not bid for housing for 12 months.

APPENDIX 3

The table below shows the Council's spending on Temporary Accommodation over the last 10 years.

As at the end of March	TA Budget	Gross spend	Net spend
2007	78,577	192,881	90,238
2008	93,824	169,387	41,002
2009	39,824	151,263	64,345
2010	39,824	138,310	38,137
2011	39,824	251,378	24,781
2012	126,824	342,283	192,068
2013	226,977	240,688	120,350
2014	176,977	190,110	105,141
2015	126,977	121,779	66,645
2016	88,977	240,450	130,769
2017	100,977	433,326	254,069
2017/18	Base Budget was £370,853 but pressure of £89,604 identified increasing it to £460,457.		

8. ARMED FORCES COMMUNITY COVENANT PROGRESS REPORT 2017

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Regina Choudhury
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
Date of meeting: 14th November 2017

Purpose of Report

1. This report provides Members with an update on progress of the Council's work to support the Armed Forces Community Covenant.

Recommendations

- 2. The Scrutiny Committee is requested to endorse the Council's approach to supporting the armed forces community in Mid Sussex in the context of establishing a proportionate approach, given that the district does not include a military base.**
-

Background

3. The Armed Forces Community Covenant was signed in September 2014. The Covenant pledges the Council's support for the Armed Forces Community in the local area and encourages the Armed Forces Community and the Local Community to support each other.
4. As part of the Community Covenant, the Council:
 - Marks the annual Armed Forces Day.
 - Continues to fulfil its housing function with due regard to the needs of Ex-Service personnel, through its Housing Allocation Scheme, including exemption rules on local connection and additional priority to armed forces personnel rules from 1 April 2017.
 - Encourages local businesses to participate in the national "Heroes Welcome" Scheme. We currently have 12 local businesses signed up to the scheme, which provides discounts for ex-services personnel.
 - Promotes grant applications to the Government's Community Covenant Fund.
 - Participates in the West Sussex Community Civilian Partnership and reports on progress.
5. The Council's Armed Forces Member Champion and the Community Development Officer attend meetings of the West Sussex Civilian Military Partnership where joint working and initiatives for supporting the Armed Forces Community are shared between the County Council and other District and Borough Councils.

Further work to support the Armed Forces Community

6. Work has been recently undertaken to raise the profile of the Covenant. In the past year the Armed Forces Covenant pages of the Council's website have been updated and staff marked Remembrance Day by gathering around the flag on campus at 11.00 am. The Council also marked Armed Forces Day 2016 by supporting events held by East Grinstead Town Council. 2017 Remembrance Day will be marked by MSDC Councillors attending local church services and wreath laying ceremonies across the District.
7. There are a number of areas where the support for the armed forces community could be developed. This should be seen in the context of establishing a proportionate approach for Mid Sussex, given that the district does not include a military base. These areas are:
 - Raising awareness of the Covenant with staff.
 - Improve data collection to allow the Council to monitor the take up of services by the Armed Forces Community.
 - Join the Defence Employer Recognition Scheme and gain the bronze level award.
 - Reporting to Members on progress with the Community Covenant.

Raising staff awareness of the Covenant

8. This could be achieved through the provision of additional publicity through the Wire at key dates in the year such as Armed Forces Day on 24 June and Remembrance Day on 11 November. As well as this, an on-line training module for staff could be developed and included as one of the Mandatory modules. Crawley Borough Council is planning to deliver an e-learning course to front line officers. In addition to this, they organise Armed Forces Champion Training in partnership with Sussex Armed Forces Network. Officers who complete the training go on to be Champions within their organisations and are responsible for raising awareness.

Data Collection

9. There is a gap in accessibility data for the Armed Forces Community with regards to the extent they can access our Services. The Council has signed up to the 'Count Them In' campaign to add new questions to the 2021 census to identify the Armed Forces Community. But at present, only the application form to join the Housing Register asks about membership of the Armed Forces Community to assess eligibility for the exemptions from local connection requirements. The Council is planning to incorporate questions on armed forces service in job application forms to assist with the planned changes to HR recruitment policies.

Defence Employer Recognition Scheme

10. The Defence Employer Recognition Scheme is another strand of support for the Armed Services Personnel, which is connected to the Covenant. The scheme has three levels of award, gold, silver and bronze. The Council has been advised that our existing commitment to the Community Covenant will qualify us for the bronze award.
11. West Sussex County Council and Horsham District Council both hold the bronze level

award and Crawley Borough Council will shortly. Once achieved, the award does not require reassessment. To qualify for a silver award under the Defence Employment Recognition Scheme, the Council would be required to employ at least one member of the Armed Forces Community. WSCC are currently working towards the silver award and are surveying their workforce to find out if they employ an ex-member of the armed forces or reservists.

12. Steps have begun at the Council towards adopting the Bronze Award. A meet and greet event for staff members who have an ex-armed forces background or is a spouse or family member of the armed forces was held in partnership with WSCC in Haywards Heath. One staff member attended the event and one emailed feedback.
13. It is hoped that the Bronze Award will be adopted with a signing ceremony in November 2017.
14. WSCC, Horsham, Worthing and Chichester District Councils and Crawley Borough Council all have HR policies that support reservists who are mobilised for active duty, allowing them time off. Also some Councils have adopted a policy of guaranteeing an interview to a member of the Armed Forces Community who is suitably qualified for the job. WSCC, Horsham District Council and Crawley Borough Council all have a Guaranteed Interview Scheme for veterans who meet the essential criteria. Discussions have been held with HR who, subject to Management Team approval, will include any agreed revisions in the relevant policies and make the necessary amendments to its recruitment process.
15. Members are asked to consider the Council's approach to supporting the armed forces community and advise whether there are any areas of the work that require any further emphasis.

Policy Context

16. The delivery of these objectives will make a major contribution to the priorities set out in the Sustainable Communities Strategy and Corporate Plan.

Other Options Considered

17. The options considered here have been judged to be proportionate for Mid Sussex which does not have a military base. The options are in line with the work undertaken by other councils in neighbouring districts and boroughs.

Financial Implications

18. There are no direct financial implications arising from this report.

Risk Management Implications

19. The proposed development of the Council's work to support the Armed Forces Community Covenant helps the Council to continue to demonstrate its commitment to the Covenant which aims to ensure that members of the armed forces community are not disadvantaged and have equal access to services which is in line with the public sector equalities duty under the Equality Act. The proposed actions will help to strengthen the credibility of the Councils commitment to the armed forces community.

Equalities and Customer Services Implications

20. Customer service and ensuring equality of access are of continuing importance, especially with regard to meeting the needs of those who are vulnerable or may find it difficult to access our services. The report sets out steps to meet the needs and address the barriers of the armed forces community in Mid Sussex.

Other Material Implications

None.

Background Papers

None.

9. Mid Sussex District Council Safeguarding Children and Adults Policy

REPORT OF: Simon Hughes – Head of Digital, Communications and Customer Services
Contact Officer: Simon Hughes – Head of Digital, Communications and Customer Services
Email: Simon.Hughes@midsussex.gov.uk Tel: 01444 477514
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
Date of meeting on: 14th November 2017

Purpose of Report

Summary

1. The Safeguarding Children and Adults Policy ensures the Council's responsibility to identifying and responding to concerns around Safeguarding Children and Adults. In order to ensure the policy is understood and implemented across the organisation a training strategy has been developed to deliver the appropriate level of safeguarding training to MSDC staff.

Recommendations

2. **Members are recommended to:**
 - (i) **Review the revised Mid Sussex District Council Safeguarding Children and Adults Policy and Training Strategy.**
 - (ii) **Note the publication and response to the West Sussex Serious Case Review Findings.**
-

Background

3. Section 11 of the Children's Act 2001 places a statutory duty on a range of organisations to ensure that our services safeguard and promote the welfare of children. The Care Act 2014 directs organisations on how to meet the statutory responsibility to safeguard adults at risk. In order to meet our responsibilities the policy and processes around Safeguarding Children and Adults have been revised.

The referral rate to Children and Adults Social care from Mid Sussex District Council is low in comparison to other areas. An audit of whether this rate increases following training will be undertaken in the subsequent year (April 18/19)

Policy Context

4. The existing policy was a lengthy document which was written in 2012 (with updates at intervals). Due to legislation changes and an organisational restructure both within and external to MSDC it was necessary to make a number of revisions. Following revisions to the policy it is important to ensure all staff and Elected Members are clear about their responsibilities. There are 341 staff plus Elected Members at MSDC and the training strategy addresses the need for these staff to be trained to the appropriate level for their role.

Revisions to the Policy

- The inclusion of Child Sexual Exploitation, Radicalisation/Prevent Strategy, Female Genital Mutilation and Modern Slavery and Human Trafficking. These are areas which have local and national process and legislation therefore staff need to be aware of their responsibilities.
- Inclusion of responsibilities within the Care Act 2014 and the 'Making Safeguarding Personal' agenda. This means that the adult at risk should be at the centre of all enquiries and decisions being made throughout the safeguarding process
- Updating of Service provision and procedures. There has been significant restructuring in the services provided by West Sussex County Council in relation to both Children and Adults. This is reflected in the process flow charts and referral guidance. An example of this is the introduction of the Single point of access (SPoA) for referrals through MASH (Multi Agency Safeguarding Hub) and Carepoint. The Early Help Service has now changed to Integrated Prevention and Earliest Help Service (IPEH) and will operate in a locality hub model with a single point of access through MASH. Procedures are now presented in a flow chart to enable staff to direct their referrals to the correct service.

Training Strategy

The Training Strategy for Mid Sussex District Council staff delivers 3 tiers of training determined by job role and level of knowledge required. The training plan is scheduled that all staff within the organisation will be trained by March 2018 and will be subject to ongoing review and updates.

Initially training has focussed on ensuring that all staff in our key safeguarding roles have received updated training. Following this it will roll out to further staff groups. A session for Elected Members was held and further sessions can be arranged to ensure all members are able to access training.

Key teams trained (or scheduled)

Revenues and Benefits staff (across both Sites)

Wellbeing Team

Performance and Partnership

Housing needs

Training aims to enable each department to understand both basic safeguarding and also the integration of safeguarding into working practice. This includes the importance of multi agency liaison and raising the profile of District and Borough staff within the wider safeguarding network.

One of the key objectives of training is to promote the early intervention model in order to protect children and adults and enable us to provide information and services at the earliest opportunity to prevent the need for Child or Adult protection intervention. An example of this would be the Revenues and Benefits department

being able to provide information regarding the Integrated Prevention and Earliest Help Service (IPEH) in order to assist those families who are having to make difficult choices regarding financial management and potential arrears. Enabling staff to have knowledge and access to a wide range of services leads to positive outcomes for those most vulnerable in the communities.

West Sussex SCB Serious Case Review Key

5. SCR Key was published by the West Sussex Safeguarding Children Board on 9th June 2017. It relates to the investigation into the Child Sexual Exploitation (CSE) in Littlehampton. It addresses a number of issues around inter agency liaison and processes. From a District and Boroughs perspective it addresses the need for safeguarding issues specifically CSE to have a raised profile within our communities. One of the key conclusions was that there was no response or reaction from the local community to the abuse. It identifies the needs to raise the public profile and understanding of CSE and what can be done to prevent it. **One of the recommendations is that the SCB Board should 'ensure that this issue continues to have a high public profile' (SCR Key Recommendation 1, 9.3)**

How MSDC are responding to report recommendations.

Child Sexual Exploitation is now part of our updated policy and training. Internal staff will be trained to know the indicators of CSE, it is part of all mandatory training and additional training will be delivered to those working in roles

We are aiming to launch a district wide project for Safeguarding during National Safeguarding Week (Please see attached document). This will act as a platform to raise awareness of safeguarding issues across the district and allow us to share information with the public. We will be offering basic Safeguarding Training to volunteers across the district, training for Town and Parish councillors and parent/carer sessions. Our long term aim is to make Mid Sussex A 'safeguarding aware district' in order to disrupt and deter offenders and promote the safety of young people in the locality. Initially basic safeguarding awareness and CSE will be the focus but it will allow us to promote further safeguarding campaigns.

Other Options Considered

6. The provision of a Safeguarding Children and Adults Policy is a statutory requirement therefore no other options were considered.

Financial Implications

7. No significant financial implications in terms of the Policy or Training plan.

Risk Management Implications

8. No risk management implications.

Equality and Customer Service Implications

9. An equality impact assessment has been undertaken and issues around equality and diversity are addressed in the training.

Next steps

To continue the workforce training to ensure that all MSDC staff are trained to the appropriate level for role and that additional specialist training is available i.e. Mental Health Awareness. To extend training to include Town and Parish Councils, Voluntary organisations and business community.

Increase of information available on both the internal and external websites to promote safeguarding, to direct staff and the public in reporting procedures.

To continue to raise the profile of safeguarding within the organisation and wider communities. This will include regular communications updates through social media, Mid Sussex Matters, business forums and via Town and Parish Councils.

To audit the safeguarding procedures of organisations which are contracted to provide services on behalf of the Council or are allocated grants through the Council. This is to ascertain that safeguarding procedures are of the standard that MSDC requires and to work with them to ensure safeguarding is a priority within their organisation.

Background Papers

- Mid Sussex District Council Safeguarding Children and Adults Policy.
- Mid Sussex District Council Staff Training plan.

9a. Appendix 1

Mid Sussex District Council Safeguarding Children and Adults Policy and Procedures

December 2016

Review due 2019

Introduction

Mid Sussex District Council is required to take reasonable measures for the protection and promotion of the welfare of Children and Vulnerable adults. Such measures are irrespective of race, religion, ethnicity, gender or sexuality. This policy applies to all staff (Permanent, and temporary) volunteers and Elected Members. It is designed to ensure that all staff, volunteers and Elected Members have the knowledge to undertake their role in respect of Mid Sussex District Councils responsibility to safeguarding children and adults.

Policy statement

Mid Sussex District Council recognises the need to ensure the welfare and protection of Children and adults within the District and within services provided by the Council. All staff, volunteers and Elected Members of the Council have a responsibility to have undertaken appropriate safeguarding training and follow the policy guidance for the reporting of concerns. This responsibility extends to consultants and contractors through procurement arrangements.

Mid Sussex District Council will promote the welfare and protection of Children and Adults throughout its service provision, policy and service plans.

Mid Sussex District Council is a member of the Multi Agency West Sussex Children's Safeguarding Board and as such this policy supports the national and local guidance/policy recommended by them in respect of safeguarding children

Mid Sussex District Council is a member of the Multi Agency West Sussex Adults Safeguarding Board and as such this policy supports the national and local guidance/policy recommended by them in respect of safeguarding adults.

All staff have a duty to report allegations, disclosures or concerns of abuse or neglect. It is not the Councils job to establish whether or not abuse is taking place however it is the Councils responsibility to report any concerns over the welfare of children or adults who are thought to be at risk. This duty extends to the identification of abuse, poor practice by internal staff, volunteers and Elected Council Members as well as allegations brought to the attention of the Council by members of the public.

Scope

This policy is for all staff (Permanent and Temporary), Elected Members of the Council and Volunteers. This policy also extends to persons, agencies carrying out duties on behalf of the Council.

In respect of safeguarding a 'child' is any person under the age of 18 years irrespective of their educational status or living arrangements. This includes unborn children.

In respect of safeguarding an 'Adult' (Formerly Adult at Risk or Vulnerable Adult) is any person over the age of 18 who meets the criteria of:

- a) Has the need for care and support
- b) Is experiencing or is at risk of experiencing abuse or neglect
- c) As a result of those care needs is unable to protect themselves from the either the risk of, or the experience of, abuse or neglect.

Carers of those persons meeting the above criteria are also entitled to an assessment for appropriate support.

This policy provides guidance to safeguard Children and Adults in line with the Working Together to Safeguard Children guidance and the Care Act 2014. The three components of this are;

- A duty to protect Children from maltreatment
- A duty to prevent impairment
- A Duty to safeguard adults in accordance with the Care Act 2014

Abuse and Neglect are forms of maltreatment and can either be the infliction of harm or the failure to prevent harm. Mid Sussex District Council intends to safeguard Children and Adults from the following types of abuse

- Physical Abuse
- Sexual Abuse and Child Sexual Exploitation
- Emotional Abuse
- Neglect
- Modern Slavery and Human Trafficking
- Financial Abuse
- Bullying
- Radicalisation
- Cyber Abuse
- Female Genital Mutilation

In addition to safeguarding from abuse Mid Sussex District Council will work to promote the welfare and wellbeing of Children and Adults living in the community. Mid Sussex District Council will promote the welfare of children by creating opportunities for them to have best chance to thrive. This will include the promotion of;

- Physical, mental and emotional health

- Protection from harm and neglect
- Education and training
- Social and economic wellbeing

The Council supports the rights of Adults to make decisions based on personal choice and self-determination with the premise that safeguarding should be ‘made personal’ as detailed in the Care Act 2014.

Mid Sussex District Council will achieve its responsibilities to safeguard Children and Adults by;

- Respecting and promoting the rights, wishes and opinions of Children and Adults in the communities served by the Council.
- Raising awareness about safeguarding and our responsibilities within the communities and within the Council.
- Having a formal process for the notification to other agencies about potential abuse.
- Responding to allegations of abuse or misconduct in line with this policy and LSCB/SAB guidance following where appropriate relevant disciplinary and appeals procedures.
- Promoting and implementing the procedures as detailed in the Safeguarding Children and Adults Policy. This includes training, safer recruitment and responding to allegations of abuse.
- Completion and monitoring of Section 11 audits in accordance with Children’s Act 2004.
- To regularly review this policy in line with developments in Local and National Policy including learning from Serious Case Reviews.

Key guidance and Legislation

Mid Sussex District Council fulfils its safeguarding responsibilities in accordance with the guidance detailed in the following documents

- Working Together to Safeguard Children (2015) A guide to inter-agency working to safeguard and promote the welfare of children. HM Gov
- The Care Act (2014)
- What to do if you are worried a child is being abused (2006)
- The Children Act (2004)
- “No Secrets” Department of Health (2000)
- Information Sharing (2008)

The Safeguarding Children and Adults policy also supports the Mid Sussex District Council internal working policies. Details of these can be found on The Wire for internal staff or on the Mid Sussex District Council Website. This Policy should be read in conjunction with internal policies available on The Wire

Lone Working Policy
Whistleblowing Policy
Information Sharing Protocols

Disciplinary Policy and Procedure
Members Code of Conduct
Officers Code of Conduct

Mid Sussex District Council Prevent Duty

The Prevent Strategy (2011) forms part of the overall UK counter terrorism strategy. Mid Sussex District Council has a statutory duty to ensure that frontline staff have an understanding of Prevent, are trained to recognise vulnerability of being drawn into terrorism and are aware of the correct reporting mechanism for concerns.

- Mid Sussex District Council will provide training for staff and a clear mechanism for reporting concerns via the Prevent Lead and Designated Officers.
- Mainstream the Prevent duty so it becomes part of the day-to-day work of the authority and in particular children's' safeguarding.
- Mid Sussex District Council is represented on the Multi Agency Risk Group to ensure effective Partnership working across the locality including the sharing of relevant local information.

Further detail regarding signs of vulnerability to radicalisation and action to take can be found in Appendix 1

Organisational Accountability and Structure

Accountability for safeguarding lies with the Chief Executive as detailed in the Children's Act 2004 and the Care Act 2014. The Council has delegated this responsibility to the following organisational structure

Head of Digital and Customer Services – Corporate Lead for Safeguarding

- The Corporate Lead for Safeguarding is responsible on behalf of the Chief Executive for leading the implementation of the work programme for Safeguarding within the Council
- The Lead for Safeguarding at Mid Sussex will attend the LSCB as a board member and reports to the Executive Board for District and Boroughs.

Cabinet Member - The Elected Member of the Council responsible for safeguarding Children and Adults is the Cabinet Member for Health and Community.

Lead Safeguarding Officer - Mid Sussex District Council has a Lead Safeguarding Officer (0.6wte) with responsibility for representing the Council at the District and Boroughs Safeguarding Group, LSCB/SAB Sub Groups and co-ordinating training, referrals and campaigns related to safeguarding undertaken by the Council. The Lead Safeguarding Officer will also co-ordinate the internal Safeguarding Working group and support the Designated Safeguarding Officers.

Designated Safeguarding Officers – Each Business Unit have a Designated Safeguarding Officer who holds responsibility for ensuring that all safeguarding concerns are reported to the relevant agencies in accordance with the Safeguarding Policy and that the information is reported correctly. Details of the Designated Safeguarding Officers will be displayed within each department.

Business Unit Leaders

Business Unit Leaders should ensure that all staff they have line management responsibility for;

- Have read and understood the policy as part of their induction and are able to access it for reference.
- Are aware of and have understood their role in terms of reporting concerns and the correct channels for reporting.
- Have undertaken the appropriate safeguarding training appropriate to their role.
- Have an understanding of the policy and procedures

Safer Recruitment

Mid Sussex District Councils Recruitment and Selection procedures are in accordance with the principle of safer recruitment. This includes the process of ensuring all necessary checks are carried out on staff and Elected Members of the Council.

Safeguarding and the use of DBS (Disclosure Barring Service) reporting is detailed in job descriptions and at interview (role specific). All employees are required to undertake mandatory safeguarding training and are expected to apply their knowledge as a part of their working practice.

In accordance with DBS procedures Mid Sussex District Council will report to DBS any individuals who through the course of recruitment checks have a record for having caused harm to a Child or Adult.

Detailed information on the Disclosure Barring Service is available on The Wire for internal staff

Training and Development

Mid Sussex District Council supports the development and training needs of its staff to ensure they can fulfil their duties and to ensure that the safeguarding policy is implemented effectively.

Mid Sussex District Council provides tiered training for staff appropriate to role.

Tier	Target group	Frequency
Tier 1	Mandatory for all staff, volunteers and Elected Members of the Council.	3 yearly
Tier 2	Staff with an enhanced level of engagement with the community	2 Yearly
Tier 2	Elected Member Training	2 Yearly
Tier 3	Designated Officer Training	2 Yearly

Additional training on relevant subjects related to safeguarding can be provided by internal or external providers as appropriate.

Staff training and development needs should be identified at induction, probationary period reviews and annual Personal Development Reviews. Training will also be reviewed in line with relevant

legislation changes. Training will be facilitated internally or through accredited external providers depending on subject matter and relation to job description. There will also be updates provided to staff relevant to any local or national policy changes.

Information Sharing

Mid Sussex District Council works to the information sharing guidance in reference to safeguarding as detailed in the following legislation and Information Sharing Protocols;

‘Care Act 2014’ HM Gov 2014

‘Information Sharing – Advice for practitioners providing safeguarding services to Children, Young People, Parents and Carers’ HM Gov March 2015

The Council is committed to working effectively with partner agencies in order to achieve the best outcomes for Children and Adults in relation to safeguarding.

In accordance with Data Protection Act 1998 information will only be shared without consent when there is a need to safeguard, prevent a crime, comply with a lawful court order or to discharge an overriding duty of care.

All communication with external agencies regarding safeguarding containing personal or sensitive information will be sent via secure GCSX email or secure encrypted email. Any information sent without the use of GCSX/encryption constitutes a data protection breach and will be addressed accordingly through internal structure.

Records related to safeguarding will be kept on the internal secure server for the purpose of audit.

Information requests related to safeguarding will be managed by the Senior Designated Data Protection Officer and recorded in accordance with Local and National Policy.

External Organisations

Mid Sussex District Council provides funding for a range of services and projects. These providers are required to demonstrate that they are able to meet the safeguarding requirements as directed by the Council in line with the Safeguarding responsibilities. This will include providing evidence of appropriate safeguarding policies and procedures, evidence of safer recruitment practice and training for staff and volunteers and ongoing commitment to safeguarding within their organisation.

Procurement

Contractors or organisations working with or on behalf of the Council will need to demonstrate evidence of their ability to meet the Councils requirements for safeguarding. All contracts which involve services which are likely to encounter Children or adults must comply with the procurement risk assessment policy

Evidence of compliance with the risk assessment policy must be provided at the point of tender and may be subsequently checked periodically through the course of the contract.

[Integrating Safeguarding of Children, Young People and Vulnerable Adults into Procurement](#)

This information is also available on The Wire.

Mid Sussex District Council Safeguarding Children and Adults Procedures

Mid Sussex District Council safeguarding procedures detail the actions that should be taken by staff, Elected Members and volunteers in the case of alleged, disclosed or suspected abuse. Staff, Elected Members and volunteers may come across suspected abuse or concerns about a person's safety through part of their daily work or through a third party concern. Some roles (Housing, Environmental Health, Benefits or Performance and Partnership Staff) will have a higher level of interaction with the public and therefore will be well placed to identify and raise concerns. All staff have a responsibility to raise concerns regardless of job role.

The primary responsibility of Staff, Elected Members or Volunteers is to ensure that any information is conveyed to the appropriate Designated Officer to then discuss the most appropriate course of action or referral to relevant authorities.

Responding to allegations/disclosures or concerns about abuse.

Disclosure or allegations of abuse

- Remain calm and be sensitive. Listen, but do not ask leading or probing questions.
- Inform the individual that you will need to discuss this with one of the Councils Designated Officers and depending on the information disclosed with the MASH/Adult Care point and the Police.
- Document your observations and the content of the disclosure. Documentation should be factual rather than your opinion.
- Contact your Designated Officer or the Lead Safeguarding Officer at the earliest opportunity.

Allegations against staff, Elected Members of Council or Volunteers.

Any allegation of abuse, harassment, inappropriate conduct or poor practice against staff, Elected Members or Volunteers should be reported to the person's line manager, Lead Safeguarding Officer and to the Lead Allegations Manager who is the Corporate Lead for Safeguarding.

An internal investigation will take place in accordance with Councils disciplinary procedures. This may result in suspension from duty whilst the investigation takes place. Depending on the outcome of the investigation the case may be referred to Children or Adult Services including the Police for further investigation. The Council will make every effort to ensure that confidentiality is maintained for all concerned and that information is stored in line with data protection guidelines.

Allegations of poor practice or conduct will be dealt with through the Personnel and Line management structure and the Councils disciplinary policy if appropriate.

Allegations against an Elected Member of the Council

If the complaint refers to an Elected Member of the Council the Lead Allegations Manager in consultation with the Solicitor to the Council will investigate, refer the case to the appropriate services and address it through the Councils Elected Standards Committee.

Allegations relating to Child Sexual Exploitation (CSE)

Mid Sussex District Council is committed to the identification and disruption of Child Sexual Exploitation. Mandatory staff training covers the indicators of CSE and covers contact and non-contact sexual abuse. Training also references the risks attached to online grooming and CSE.

If the complaint or concern is related to Child Sexual Exploitation this can be referred via MASH. It can also be reported via Sussex Police on 101 quoting Operation Kite and this will be forwarded to the Safeguarding Investigations Unit.

Allegations relating to Modern Slavery

The National Referral Mechanism (NRM) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support. Local Authorities are classed as 'First Responders' If you have a concern or receive information relating to Modern Slavery or Human Trafficking you can report this through the Adult Carepoint or MASH for Under 18s.

The NRM form should be used if the victim is an adult and consents to provide their personal details and would like to receive Government funded specialist support, or for a child victim (where consent is not needed). NRM forms and associated guidance are available on the gov.uk website (<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>)

An MS1 form should only be used if the potential adult victim wants to remain anonymous and does not want specialist support (or if you are not able to contact the potential victim and do not know their personal details).

The MS1 form is available on the gov.uk website (www.gov.uk/government/publications/duty-to-notify-the-home-office-of-potential-victims-of-modern-slavery).

Forms should continue to be sent to the NCA Modern Slavery and Human Trafficking Unit (MSHTU) by email to nrm@nca.x.gsi.gov.uk or by fax to 0870 496 5534.

Mid Sussex District Council Safeguarding Children Procedure

You become aware of or suspect abuse of a person under 18 years

If the person is in immediate danger contact 999. If you contact Emergency Services inform your Designated Officer at the earliest opportunity

- Discuss with your Designated Officer or Lead Safeguarding Officer
- What are your concerns? (Refer to Appendix 1 for Types and indicators of abuse)
- Is this a Safeguarding issue that requires a referral to MASH? (Refer to the MASH Threshold Document – See Appendix 2)

Decision - Following discussion with your Designated Officer: What type of referral do you need to make? Is this a safeguarding concern?

Yes – this is a safeguarding concern

Contact MASH Multi Agency Safeguarding Hub

Tel: 01403 229900 MASH@westsussex.gcsx.gov.uk

- Complete the online MASH referral form – Ensure you give as much detail of the child, family, circumstances and concerns (Refer to threshold document)
- Send it to MASH@westsussex.gcsx.gov.uk **via secure GCSX email**
- MASH will assess the referral and allocate it to the appropriate team.
- Complete the internal SAF (Safeguarding Alert Form) form on the Safeguarding page of The Wire. In addition email a copy of the referral to safeguardingenquiries@midsussex.gov.uk
- You will receive receipt of your referral and confirmation of the course of action from MASH. If you do not receive this please contact the Lead Safeguarding Officer for follow-up.
- If you are not satisfied with the response you receive from MASH please contact your Designated Officer or the Lead Safeguarding Officer for follow up.

If your concern is related to Child Sexual Exploitation you need to refer this to Operation Kite in addition to the MASH. Phone 101 and ask for Operation Kite.

If your concern is related to Modern Slavery/Human Trafficking contact the Lead Safeguarding Officer in order to report under the Modern Slavery Act. Details can be found on the Wire on the Safeguarding Pages.

No – this is not a safeguarding concern

Do you have concerns that are not safeguarding?

Contact MASH on 01403 229900 or MASH@westsussex.gcsx.gov.uk to discuss whether a referral to Integrated Prevention and Earliest Help (IPEH) would be appropriate. You can refer via MASH but please clarify it is for IPEH

Mid Sussex District Council Safeguarding Adults Procedure

You become aware of or have a concern about an adult experiencing or at risk of experiencing abuse.

If the person is in immediate danger contact 999. If you contact Emergency Services inform your Designated Officer at the earliest opportunity.

- Discuss with your Designated Officer – What are your concerns?
- Does the person have needs for care and support?
- Is experiencing or is at risk of experiencing abuse or neglect?

Making it personal – Have you spoken to the person about your concerns? (Refer to Appendix 1 for Types and indicators of abuse) What do they want to happen? Have they given consent for a referral to be made?

Decision - Following discussion with your Designated Officer: What type of referral do you need to make? Is this a safeguarding concern?

Yes - this is a safeguarding concern

Adult Carepoint – 01243 642121 (You can use this number out of hours)

- Contact the Adult Care point Complete the online form - <https://www.westsussex.gov.uk/social-care-and-health/how-to-get-social-care-help/adults/raise-a-concern-about-an-adult/>
- Complete the online Carepoint referral form – Ensure you give as much detail of the person, circumstances and concerns
- Carepoint will assess the referral and allocate it to the appropriate team.
- Complete the internal SAF (Safeguarding Alert Form) form on the Safeguarding page of The Wire. In addition email a copy of the referral to safeguardingenquiries@midsussex.gov.uk
- You will receive receipt of your referral and confirmation of the course of action from Carepoint. If you do not receive this please contact the Lead Safeguarding Officer for follow-up.
- If you are not satisfied with the response you receive from Carepoint please contact your Designated Officer or the Lead Safeguarding Officer for follow up.

If your concern is related to Modern Slavery/Human Trafficking contact the Lead Safeguarding Officer in order to report under the Modern Slavery Act. Details can be found on the Wire on the Safeguarding Pages.

No - this is not a safeguarding concern

If you have concerns that are not safeguarding but you the person would benefit from further assessment or support

Mid Sussex Prevention Assessment Team – Service for adults and older people with unmet health, psychological, functional or environmental needs to improve quality of life.

Phone: (01403) 229510

Email: pat.north@westsussex.gov.uk (This is not secure so do not send confidential personal details)

Or

Mid Sussex Wellbeing Hub – Service for adults and families who need health and wellbeing services.

Telephone: 01444 477191 (Monday to Thursday 9am – 5pm, Friday 9am – 4pm)

Mid Sussex District Council Safeguarding Allegation Management Procedure

You become aware of an allegation of abuse, poor practice or conduct relating to a member of Council staff, Elected Member of the Council or Volunteer working on behalf of the Council. This allegation may be directly or via a third party. If there is a child or adult in immediate danger contact 999

Staff Member, Volunteer or staff working on behalf of the Council

- Report the allegation or concern to the person’s line manager and the Lead Safeguarding Officer/Lead Allegations Manager at the earliest opportunity.
- Document the information, your observations and concerns – Document facts not opinions.
- Maintain the confidentiality of the reported victim and alleged perpetrator within the organisation.

Elected Member of Council

If the allegation relates to an Elected Member of the Council this should be reported directly to the Allegations Manager for Mid Sussex District Council which is the Corporate Lead for Safeguarding

- Report to the Corporate Lead for Safeguarding who in conjunction with the Solicitor for the Council will investigate and take necessary action.
- Document the information, your observations and concerns – Document facts not opinions.
- Maintain the confidentiality of the reported victim and alleged perpetrator within the organisation.

Appendix 1

Types of abuse and indicators of potential abuse

Types of Abuse	What indicators might suggest possible abuse
<p><u>Physical Abuse</u></p> <p>Physical Abuse may involve varying forms of physical assault including hitting, scalding, burning or any action which causes physical harm to a child. Physical harm may also be caused when a parent of carer fabricates symptoms or deliberately induces illness in a child.</p>	<ul style="list-style-type: none">• Unexplained or suspicious injuries – cuts, bruises, burns – especially if situated in a place you would not expect.• Inconsistent history/stories to injuries• Repeated incidents of injuries occurring• Child or Adult describing an incident or abusive act they have experienced• Changes in mood – quiet or withdrawn, angry or disruptive• 3rd party reporting – somebody stating they believe someone has been subjected to physical abuse.
<p><u>Neglect</u></p> <p>Neglect refers to the persistent failure to meet basic physical and/or psychological care needs of the child which are likely to result in serious impairment of the child's health or development. Neglect can occur prior to birth as a result of maternal self-neglect or</p>	<p>In the unborn child – mother who is suffering from abuse herself, maternal substance misuse, maternal self-neglect, maternal disengagement from statutory services.</p> <p>In Children</p>

<p>substance misuse. Neglect can be the following;</p> <ul style="list-style-type: none"> • Failure to provide adequate food, clothing or shelter. • Failure to protect child from physical or emotional harm. • Failure to ensure adequate supervision (including use of inadequate care givers • Failure to ensure access to appropriate medical care of treatment. • Failure to ensure access to appropriate education and development. 	<ul style="list-style-type: none"> • Evidence of physical neglect – inadequate clothing, weight loss, poor self care – unkempt, poor hygiene, tooth decay, • Children left unsupervised or with persons unable to effectively and safely supervise the • School attendance poor or spending extended periods at school as unable to return home • Reports of poor living conditions, lack of nutrition, lack of engagement socially and developmentally. • Persistent failure to attend planned appointments with health professionals or statutory services – housing, school etc
<p><u>Sexual Abuse</u></p> <p>The act of forcing or enticing a child to take part in sexual activities. This does not necessarily have to occur with the child present. It can happen online. Sometimes the child may not realise what is happening to them is abuse. There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.</p> <p>Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:</p> <ul style="list-style-type: none"> • sexual touching of any part of the body whether the child's wearing clothes or not • rape or penetration by putting an object or body part inside a child's mouth, vagina or anus forcing or encouraging a child to take part in sexual activity • making a child take their clothes off, touch someone else's genitals or masturbate. <p>Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:</p> <ul style="list-style-type: none"> • encouraging a child to watch or hear sexual acts • not taking proper measures to prevent a child being exposed to sexual activities by others • meeting a child following sexual grooming with the intent of abusing them • online abuse including making, viewing or distributing child abuse images • allowing someone else to make, view or 	<ul style="list-style-type: none"> • Statements by self or others that Sexual Abuse has occurred • Increase in non age appropriate sexual awareness • Engaging in sexually explicit behaviour in games • Mistrust of adults with whom you would normally expect a normal engaged relationship. • Physical indicators – bruising, genital injury, sexually transmitted infections or pregnancy. • Deterioration in mental health – low mood, anxiety, self harm.

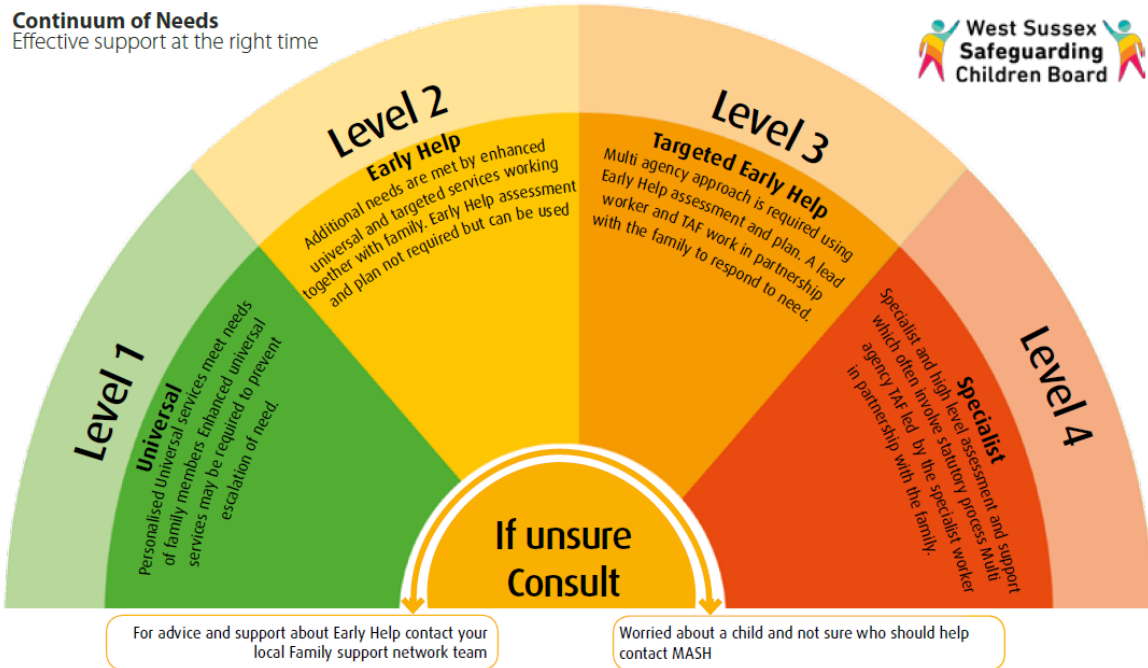
<ul style="list-style-type: none"> • distribute child abuse images • showing pornography to a child • sexually exploiting a child for money, power or status (child exploitation). <p>Perpetrators of sexual abuse can be both male and female. Sexual abuse can be perpetrated by other children. It is worth noting that 90% of reported sexual abuse cases were perpetrated by someone known to the child.</p>	
<p><u>Child Sexual Exploitation</u></p> <p>Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability. (HM Gov, 2009)</p> <p>Child Sexual Exploitation affects children and young people across all communities and backgrounds. It equally affects males and females. Particular groups are more vulnerable and the most vulnerable time is between the age of 13-15.</p>	<ul style="list-style-type: none"> • Change in mood and behaviour • Going out with no explanation and not returning home for extended periods of time • Secrecy about new friends, older friends • Lack of interest in previous activities/hobbies • Truancy • Unexplained gifts/phones or phone credit/clothes • Drug and alcohol use • Physical signs such as self-neglect, evidence of bruising/assault, Sexually transmitted infections, • Deterioration in mental health – low mood, self-harm, suicidal thoughts • It is worth noting that many of these signs can be similar to normal teenage behaviour however it is important to consider CSE in the context of a young person presenting with these behaviours
<p><u>Emotional Abuse</u></p> <p>Emotional abuse refers to the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel that they are worthless and unloved, inadequate. This can be through verbal interaction, through age or developmentally inappropriate expectations or through being unwilling to hear the views of the child. It may also involve overprotection of a child which</p>	<ul style="list-style-type: none"> • Evidence of poor self esteem, deterioration in mental state – low mood, self harm, thoughts of suicide • Difficult engaging in healthy relationships – peer and with adults. • Incidents of aggressive behaviour towards peers. • Overly affectionate relationships with adults i.e. teachers,

<p>prevents them from meeting normal developmental milestones and engaging in social interaction. It may be bullying which causes the child to frequently feel frightened, unsafe or exploited. It could be argued that all forms of abuse have some form of emotional abuse involved.</p>	
<p><u>Human Trafficking and Modern Slavery</u></p> <p>Children and adults are brought into the country or moved around the country for a number of reasons. They may be victims of Child Sexual Exploitation, subjected to modern slavery – domestic servitude, sex work, engagement in criminal activity, benefit fraud or forced marriage.</p>	<ul style="list-style-type: none"> • Isolated from community – social groups, peers • Unregistered with GP, Dentist, Nursery, School, • Is not aware of their geographical location • Has falsified documents or no access to documents. • Has no access to their parents or is in an unclear living situation
<p><u>Female Genital Mutilation</u></p> <p>Female Genital Mutilation is illegal in the UK. It is also expected that if someone is suspected to have experienced or is at risk of being subjected to FGM. This must be reported to both Children’s Services and the Police. FGM is the partial or full removal of the external female genitals. It is a dangerous and abusive procedure.</p> <p>Any procedure involving female genitals performed on females under 18 for non-medical purposes is considered to be FGM – This therefore includes Genital Piercing and intimate tattooing.</p>	<ul style="list-style-type: none"> • Child referring to a procedure that will symbolise the commencement of womanhood • Family have made reference to being in favour of FGM and have a child of the age where FGM is performed. • Non consent of family for child receiving school based education around FGM • References to an older female relative visiting or an organised trip home often at the commencement of the summer holidays. • Following FGM – Urinary difficulties or physical complications as a result of procedure. • Mental Health Difficulties as a result of trauma
<p><u>Radicalisation</u></p> <p>The PREVENT strategy is part of the government’s overall strategy to prevent the development of terrorism and to prevent people from being drawn into terrorism. The Prevent strategy engages sectors and institutions where there are risks of radicalisation or where those potentially at risk of radicalisation can be identified. These definitions are taken from the HM Government Prevent Strategy 2011.</p> <p>Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist activity.</p> <p>Extremism is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and</p>	<p>Those at risk of being radicalised may have particular vulnerabilities</p> <ul style="list-style-type: none"> • Experiences of racism or discrimination • Social and/or cultural isolation • Personal factors – Family tensions, sense of dissociation from friendships and becoming involved with new group. • Questioning self around faith, identity and belonging • Experiences of migration, • Experience of community tensions, • Concerns with wider national and international events • History or engagement in criminality – Experiences of imprisonment, poor settlement/reintegration

<p>tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of the armed forces.</p> <p>There is no such thing as a 'typical extremist' and people from all backgrounds and experiences can be susceptible to this type of abuse. Radicalisation can occur in respect of both Islamic State organisations and Far right movements.</p> <p>Some of the vulnerabilities listed can be appropriate to adolescent behaviour and do not necessarily indicate radicalisation however within context particular groups may be more at risk.</p>	<ul style="list-style-type: none"> • Having a Learning Disability or Mental Health issue can be an additional vulnerability • Are they accessing extremist ideological, political or religious material online or in their possession? • Are they vocalising support for extremist movements and their activities? • Are they looking at or vocalising plans to travel to areas of conflict? • Has there been a change in their belief system, lifestyle choices, dress choice, values? • Is the person becoming dissociated from their usual support network – family, friends, education, and employment?
<p><u>Organisational Abuse</u></p> <p>Repeated instance of poor or inappropriate care may be an indicator of persistent care failure referred to as 'organisational abuse' Organisational abuse occurs when an organisations systems and processes and/or management fails to safeguard children or adults leaving them at risk of harm or causing harm.</p>	<ul style="list-style-type: none"> • Inadequate policies and procedures leaving either children or vulnerable adults at risk of abuse or neglect. • Failure to provide adequate care/supervision • Single or repeated incidents of poor practice which impact on peoples care and wellbeing. • Concerns raised by third parties about standards of care.
<p><u>Self Neglect</u></p> <p>Self neglect is the inability to maintain a socially and culturally acceptable standard of self care. This also includes neglect of physical and mental health conditions leading to detrimental impact on self.</p>	<ul style="list-style-type: none"> • Unable or unwilling to provide adequate care for themselves • Unwilling or unable to meet their care needs. Declining essential support with regards to health and safety • Living in an unclean or unsafe environment which is a hazard to the health of themselves and those around them • Poor diet, nutritional intake inadequate or hazardous to health. • Poor personal hygiene which has the potential to be detrimental to health (for example foot care)
<p><u>Financial Abuse</u></p> <p>Deliberate misuse of Child or adults money or material possessions. This includes theft, fraud, scamming and coercion in relation to finances or financial affairs. In Vulnerable adults this may be in relation to wills, property, inheritance and financial transactions. In younger people it can be that appropriation of finances and/or possessions,</p>	<ul style="list-style-type: none"> • Unexplained inability to pay for household shopping or bills etc. • Withdrawal of large sums of money which cannot be explained • Missing personal possessions • Disparity between the person's living conditions and their financial resources. • Unknown or new persons becoming involved in day to day management of persons care and affairs. Unusual and extraordinary interest and involvement in the vulnerable adult's assets.

Appendix 2

Multi Agency Safeguarding Hub (MASH) Continuum of Need



Children, young people and their families can require support from services that respond to different levels of need across the continuum from Universal to Specialist support. The challenges of family life can mean that some children and families will move between different levels of support. Local Safeguarding Children Board are committed to ensuring that this journey is supported by effective partnership working informed by good assessments and managed with care providing simple communication and clear accountability.

Useful Contacts and Organisations

Corporate Lead for Safeguarding MSDC	Simon Hughes	01444 477243 (Via Rowan Sky) Simon.Hughes@midsussex.gov.uk
Solicitor for the Council	Tom Clark	01444 477459
West Sussex MASH	Multi Agency Safeguarding Hub (U18s)	01403 229900 mash@westsussex.gcsx.gov.uk
West Sussex Care point	Adult Social Care	01243 642121 socialcare@westsussex.gov.uk
West Sussex LSCB	Local Children's Safeguarding Board	0330 222 7799 lscb@westsussex.gov.uk
West Sussex SAB	Adult Safeguarding Board	01243 642121 safeguardingadultsboard@westsussex.gov.uk
Operation Kite (CSE)	Sussex Police CSE Operation	101
NSPCC	Advice Line	0808 800 5000
Sussex Partnership Mental Health Line	24hr mental health support	0300 5000 101
Worth Services Domestic Abuse	Domestic Abuse Advisors	03302228181
Samaritans	24hr crisis support	116 123 or visit www.samaritans.org

Mid Sussex District Council Safeguarding Training Strategy 2017/18

Mid Sussex District Council is committed to the safeguarding of Children and Adults who may be at risk of or subject to abuse. In order to meet this commitment Mid Sussex District Council has a duty to ensure all staff (permanent and temporary) and all those working on behalf of the council have a level of training and knowledge in safeguarding appropriate to their role.

Safeguarding Training is divided in to Tiers each of which is matched to the specific job role within the organisation.

Tier	Target group	Frequency	Method
Tier 1 - Basic Awareness	Mandatory for all Staff, Volunteers and Elected Members of the Council.	3 yearly	Online
Tier 2 - Enhanced Awareness	Staff with an enhanced level of engagement with the community	2 Yearly	Direct
Tier 2 - Enhanced Awareness	Elected Member Training	2 Yearly	Direct
Tier 3	Designated Officer Training	2 Yearly	Direct
Supplementary Training	Supplementary training on specific safeguarding or related subjects	As required	Online/ Direct

Tier 1 Safeguarding Training - Basic Awareness

This is mandatory training for all staff working for or on behalf of Mid Sussex District Council. Basic awareness is an online module available to all staff via the Learning Pool. Line Managers and Business Unit Leaders are responsible for ensuring that all staff have the protected time to complete this training. This module is to be taken 3 yearly to ensure continued awareness however updates on significant safeguarding issues will be disseminated via internal communications during this time.

Learning Objectives

- To name the key legislation and organisations that inform safeguarding practice both locally and nationally.
- To be able to identify the categories of abuse which both Children and Adults may be at risk of or subject to.
- To recognise potential indicators of each type of abuse and to recognise factors that increase risk of abuse.
- To demonstrate knowledge of the safeguarding policy and procedures for Mid Sussex District Council including how to respond in the event of an allegation or concern.

Tier 2 Safeguarding Training - Enhanced Awareness

This training is for those staff who have a need for enhanced awareness of safeguarding as a result of their role within Mid Sussex District Council. This may be as a result of direct work with the community or managing staff who have a higher level of community engagement. The enhanced awareness training is also for Elected Members due to their community engagement role.

This module is to be undertaken 2 yearly to ensure continued awareness however updates on significant safeguarding issues will be disseminated via internal communications during this time.

Tier 2 training is an additional direct training session following completion of the Tier 1 online module.

Learning Objectives

Tier 2 training covers the learning objectives detailed in Tier 1 training and additionally;

- To recognise and discuss the types, indicators and effects of abuse at an enhanced level.
- To analyse the role of safeguarding within the services provided by Mid Sussex District Council and apply this knowledge to the development of safe working practice.
- To discuss how personal and societal value base impact on safeguarding practice. To evaluate how our own values impact on our working practice within the community.

Tier 3 Designated Safeguarding - Officer Training

Designated Safeguarding Officer training is for those members of staff who act as a Designated Safeguarding Officer within Mid Sussex District Council. These officers have an enhanced level of safeguarding training to support staff in the identification and responses to safeguarding concerns or allegations. All designated officers will have completed mandatory Tier 1 online training. This module is to be undertaken 2 yearly to ensure continued awareness however updates on significant safeguarding issues will be disseminated via the Safeguarding Working Group and internal communications during this time. This training is a directly delivered session which incorporates Tier 2 learning objectives and additionally;

Learning Objectives

- To recognise the emotional component of safeguarding practice and discuss how this is managed organisationally to support staff and members of the community.
- To identify potential barriers to reporting concerns or allegations and to discuss ways of overcoming these within the organisation.
- To identify how the DSO role operates within the organisation and discuss the responsibilities attached to this role.

Supplementary training

Specific subject based safeguarding training or subjects related to safeguarding may be introduced based on a training needs analysis of an individual or team. This can be facilitated internally by the Lead Safeguarding Officer or via external trainers if required. Examples of this would be; Child Sexual Exploitation, Modern Slavery, Mental Health Awareness. These sessions may be in response to particular issues identified within the Council or the Communities and would provide a detailed session on an area of safeguarding (or related) practice.

Training responsibility and register

Line managers and Business Unit Leaders are responsible for ensuring that all staff complete the Tier of training appropriate for their role.

A training register will be held by the HR department and the LSO. Automated reminders will be sent when updates are required to allow staff to plan protected time to complete training.

10. CRIME FIGURES OVERVIEW

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Natasha Allen, Partnerships Manager
Email: natasha.allen@midsussex.gov.uk Tel: 01444 477204
Wards Affected: ALL
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
Date of meeting: 14th November 2017

Purpose of Report

1. To provide Members with an overview of the rolling crime and anti-social behaviour (ASB) figures for September, the rolling quarter (July, August and September) and the rolling 12 months (October to September) compared to the previous year for Mid Sussex. For the Committee to use this information to consider whether further information from Sussex Police is required about the changes to the Local Policing Model and the potential for that to impact on crime figures for Mid Sussex in the future.

2. Recommendations

The Committee is recommended to:

- i) **Consider the report and whether to invite Sussex Police to provide additional information on the new Local Policing Model.**

Background

3. IQuanta is a web-based service provided to operational staff in police forces, Community Safety Partnerships (CSPs) and HMIC. IQuanta is provisional crime data before it is finalised and published as National Statistics. IQuanta data comes from Police data.
4. IQuanta data is used to form part of the annual Strategic Intelligence Assessment, which is a statutory duty of the Mid Sussex Partnership.
5. Members have asked for this report to come forward, to consider whether crime figures are changing for Mid Sussex and if this is an effect of changes to the policing model.

Overview of Crime Performance

6. Table 1, in Appendix 1, provides an overview of total notifiable offences reported to Sussex Police for September, the rolling quarter (July, August and September) and the rolling 12 months (October to September) compared to the previous year and indicates whether there has been an increase or decrease in crime. There is also a breakdown of certain crimes types for the same periods.
7. It can be seen from table 1, in Appendix 1, that there has been a 14.2% increase in total notifiable offences in the rolling 12 months compared to the previous 12 months; this equates to an increase of 788 crimes. The crime type of violence against the person contributes 42.5% to this increase (+335 crimes).
8. Table 2, in Appendix 1, provides an overview of anti-social behaviour reported to Sussex Police for September, the rolling quarter (July, August and September) and

the rolling 12 months (October to September) compared to the previous year and indicates whether there has been an increase or decrease in anti-social behaviour.

9. It can be seen from table 2, in Appendix 1, that there has been a 5.5% increase in total reported anti-social behaviour in the rolling 12 months compared to the previous 12 months, this equated to 128 crimes.
10. In the rolling 12 months there has been an increase in reported personal anti-social behaviour of 2.9% compared to the previous 12 months, this equates to an increase of 6 reports. Personal is defined as ASB incidents that the caller, call-handler or anyone else perceives as either deliberately targeted at an individual or group or having an impact on an individual or group rather than the community at large.
11. In the rolling 12 months there has been an increase in reported nuisance anti-social behaviour of 13.8% compared to the previous 12 months, this equates to an increase of 256 reports. Nuisance anti-social behaviour captures those incidents where an act, condition, thing or person causes trouble, annoyance, inconvenience, offence or suffering to the local community in general rather than to individual victims. It includes incidents where behaviour goes beyond the conventional bounds of acceptability and interferes with public interests including health, safety and quality of life.
12. In the rolling 12 months there has been a decrease in reported environmental anti-social behaviour of -53.8% compared to the previous 12 months, this equates to a decrease of 134 reports. Environmental anti-social behaviour deals with the interface between people and places. It includes incidents where individuals and groups have an impact on their surroundings including natural, built and social environments.

Crime Figures and Context

13. Crime is rising in Mid Sussex, compared to the last 12 months. This increase has affected Mid Sussex's crime rate per 1,000 population, with Horsham challenging Mid Sussex for two months in the previous 12 for safest District or Borough in West Sussex. Mid Sussex and Chichester ended the financial year with the joint biggest increases in total notifiable offences across West Sussex. Two noticeable factors in the increase in total notifiable offences that need to be considered alongside the increase are the confidence in reporting historical crime and the identified increase in violent crime.
14. Some notable offences contributing to this rise are violence against the person. Violence against the person covers a large number of offences. Within violence against the person there are two offences to note; public place violence against the person and domestic abuse crimes. Public place violence against the person is the biggest factor in the overall increase. Mid Sussex shows the second biggest increase compared to the other Districts and Boroughs in West Sussex.
15. Violent crime has continued to rise across Sussex. One of the reasons for these increases is likely to include changes in recording practices for violent offences and improved confidence in victims reporting these crimes to the police, particularly domestic violence offences. Mid Sussex has seen the biggest increase in violence against the person compared to the other Districts and Boroughs in West Sussex.

16. While there has been a decrease in total, environmental and nuisance ASB; there has been an increase in nuisance ASB; it's also important to note there has been an increase in ASB reporting to MSDC as well, with neighbour disputes remaining the biggest reason. Low level mental health has been a significant factor in both victim and perpetrator vulnerability.

Financial Implications

17. This report has no financial implications.

Risk Management Implications

18. This report has not risk management implications in itself.

Equality and Customer Service Implications

19. None.

Background Papers

20. Strategic Intelligence Assessment 2016-17.

Appendix 1, Crime and Anti-Social Behaviour Table

Crime type	September 2017	September 2016	Increase or decrease	Rolling Quarter Total July - Sept 2017	Rolling Quarter Total July - Sept 2016	Increase or decrease	Rolling 12 Months Total Oct 2016-Sept 2017	Rolling 12 Months Total Oct 2015-Sept 2016	Increase or decrease (%)
Violence against the person	220	201	+19	653	578	+75	2365	2030	+335 (+16.5%)
VAP public place	102	109	-7	327	309	+18	1213	1050	+163 (+15.5%)
Theft and handling	160	151	+9	480	465	+15	1847	1678	+169 (+10.1%)
Business crime	102	89	+13	334	266	+68	1252	1149	+103 (+9%)
Domestic abuse incidents	48	84	-36	153	192	-39	537	662	-125 (-18.9%)
Domestic abuse crimes	74	62	+12	234	176	+58	793	610	+183 (+30%)
Serious acquisitive crime	39	53	-14	103	158	-55	564	583	-19 (-3.3%)
Criminal damage to a vehicle	30	37	-7	79	93	-14	440	373	+67 (+18%)
Burglary Dwelling	45	52	-7	151	121	+30	597	544	+53 (+9.7%)
Theft from a shop	32	32	0	85	96	-11	341	329	+12 (+3.6%)
Theft from a vehicle	28	30	-2	67	85	-18	332	307	+25 (+8.1%)
Total crime	527	510	+17	1628	1492	+136	6342	5554	+788 (+14.2%)

ASB type	September 2017	September 2016	Increase or decrease	Rolling Quarter Total July - Sept 2017	Rolling Quarter Total July - Sept 2016	Increase or decrease	Rolling 12 Months Total Oct 2016-Sept 2017	Rolling 12 Months Total Oct 2015-Sept 2016	Increase or decrease (%)
Personal	19	29	-10	64	74	-10	213	207	+6 (+2.9%)
Nuisance	159	178	-19	584	539	+45	2116	1860	+256 (+13.8%)
Environmental	13	18	-5	32	49	-17	115	249	-134 (-53.8%)
Total ASB	173	225	-52	680	662	+18	2444	2316	+128 (+5.5%)

11. SCRUTINY COMMITTEE FOR COMMUNITY, HOUSING AND PLANNING WORK PROGRAMME 2017/18

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Hamish Evans, Member Services Officer
Email: hamish.evans@midsussex.gov.uk Tel: 01444 477227
Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Community, Housing and Planning to note its Work Programme for 2017/18.

Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**
-

Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2017/18 is set out below:

Meeting date	Item	Reason for Inclusion
17 Jan 2018	Review of the Housing Allocation Scheme	To seek the Committee's endorsement of a number of revisions to the Housing Allocation Scheme.
17 Jan 2018	District Plan	To consider the consultation results on the Main Mods, the Inspector's Report, and process towards adoption and to recommend to Council the adoption of the District Plan.

17 Jan 2018	Northern Arc Masterplan	To consider the Northern Arc Masterplan which is a District Plan requirement and which will set out the overarching framework for development within the Northern Arc and to recommend to Council the approval of the Masterplan as a material consideration in the determination of future planning applications.
17 Jan 2018	Design Review Panel Terms of Reference	New ToR resulting from Planning department comprehensive review.
21 Mar 2018	The Developer Contributions SPD	To consider the consultation results on the Developers Contributions SPD, proposed amendments to the document and to make recommendations to Council.
21 Mar 2018	MSP Annual Report	Annual report on performance for Mid Sussex Partnership
21 Mar 2018	Mid Sussex Wellbeing Service 2018/19	To set out the future plans for the Wellbeing Service.
21 Mar 2018	Equality and Diversity Scheme Annual Progress Report	To update Members on the Council's Equality and Diversity Scheme.
21 Mar 2018	Work Enablement Update	To update Members on the Council's Work Enablement Scheme.

Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.