


## BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

### RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by the officers under delegated powers and where necessary taken in consultation with members and officers.

<p><b>Delegated Power</b> Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.</p> <p>Delegated authority to update the Council's Safeguarding Policy given to Executive Director, Central and Community Services and Leader (as relevant Portfolio Holder) at Cabinet on 11<sup>th</sup> April 2017.</p>
<p><b>Decision Taken</b> Specify precise details of the decision taken</p> <p>Safeguarding procedure flowchart revised to include the Chief Operating Officer of Alive Management Limited as a designated officer to whom safeguarding concerns should be reported.</p>
<p><b>Reasons for the Decision</b> Specify all reasons for taking the decision</p> <p>To provide a second designated officer for this area of operations and to ensure provision of a designated contact for staff working at all times venues are open to the public.</p>
<p><b>Options considered</b></p> <ol style="list-style-type: none"><li>1. No update undertaken – this would mean current procedures remain as at present</li><li>2. Defer updates until the next scheduled review of the policy in two years' time – this would mean current procedures remain in place</li><li>3. Update and implement revised procedure with immediate effect – this will provide additional support to employees working in this area of operations</li></ol>
<p><b>Any declarations of interest and details of any dispensations granted in respect of interests.</b></p> <p>None.</p>
<p><b>List of Background papers</b></p> <p>Safeguarding Policy as adopted by Full Council in July 2017</p>
<p><b>Authorisation</b></p> <p>Post Held Executive Director, Central and Community Services</p> <p>Signature <u>Deas.</u></p> <p>Date <u>25/10/2017.</u></p>
<p><b>Consultation with members/officers</b> If the decision is taken following consultation with the members/officers, please give details:</p> <p>Signed by Member as consulted: </p> <p>Date <u>3/11/17</u></p>

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Safeguarding Policy				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	To outline the Council's role and responsibilities with regards to safeguarding.				
<b>Question</b>	<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	✓			
	Disability			✓	
	Gender			✓	
	Gender Re-assignment			✓	
	Marriage/civil partnership			✓	
	Pregnancy & maternity			✓	
	Race			✓	
	Religion or belief			✓	
	Sexual orientation			✓	
Other (eg low income)			✓		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes	<p><b>Actions: The policy covers safeguarding of children and therefore has a positive impact on the provision of services to young people</b></p> <p><b>Actions agreed by EWG member:</b> .....</p>			
<b>Assessment completed by:</b> <b>Name</b>					
<b>Job title</b>	<b>Date</b>				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**