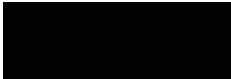



## BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

### 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.

<b>Delegated Power</b> Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.  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.
<b>Decision Taken</b> Specify precise details of the decision taken  To add an addendum to the Borough Council's safeguarding policy in relation to additional reporting requirements for Alive Management Limited and Joint Employees.
<b>Reasons for the Decision</b> Specify all reasons for taking the decision  This change supports Alive Leisure to comply with its statutory responsibility to report any serious incidents to the Charity Commission.
<b>Options considered</b>  <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 addendum with immediate effect – this will support Alive Leisure to meet its statutory requirements</li></ol>
<b>Any declarations of interest and details of any dispensations granted in respect of interests.</b>  None.
<b>List of Background papers</b>  Safeguarding Policy as adopted by Full Council in July 2017
<b>Authorisation</b>  Post Held Executive Director, Central and Community Services  Signature   Date 27-07-18.
<b>Consultation with members/officers</b> <b>If the decision is taken following consultation with the members/officers, please give details:</b>  Signed by Member as consulted:   Date 27/7/18.

# 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 support Alive Leisure in complying with its statutory responsibilities as a charity.				
<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				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	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>			
Assessment completed by: Name					
Job title	Date				

**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.**

## **Appendix K: Addendum to Safeguarding Policy To Comply With Charity Commission Requirements**

The scope of the Council's Safeguarding Policy extends to those employees of Alive Management Limited and those jointly employed by Alive Management Limited and Alive Leisure:

### **"3.1 Scope**

3.1.1 This policy applies to all Council activity, including that of Alive Management Limited and functions/services delivered by the joint employees of Alive Management Limited and Alive Leisure, whether functions are directly provided or commissioned from a third party."

Alive Leisure, as a charity, have a statutory responsibility to report any serious incidents to the Charity Commission, in addition to the other contacts already outlined within the body of this policy. This new statutory requirement applies to any incident which takes place at an Alive venue, or as part of any service or activity that Alive Leisure is responsible for delivering.

The following additions are therefore required to the Council's safeguarding policy in relation to leisure staff only:

- 7.1. For issues raised within Leisure, if it is decided to refer an issue to the MASH the matter must also be referred to the Charity Commission by e-mailing [RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk)
- 7.3.7 Serious incidents must be reported to the Charity Commission by emailing [RSI@charitycommission.gsi.gov.uk](mailto:RSI@charitycommission.gsi.gov.uk) if:
- o Beneficiaries (customers) have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer
  - o There has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity
  - o There has been a breach of procedures or policies at the charity which has put beneficiaries (customers) at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation from working with children or adults

This includes any allegations which are reported to the LADO (see section 7.3.6)