**Crewe Town Council**

**Community Plan Committee**

1 Chantry Court,

Forge Street,

Crewe,

Cheshire,

CW1 2DL

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**Minutes of the Meeting held on Monday 4th November 2019**

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| --- | --- |
| **19/5/01** | Present:- |
|  | Councillors Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Benn Minshall, Brian Roberts, Dennis Straine-Francis and Nanette Walton |
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|  | Apologies:- |
|  | Apologies for absence were received from Councillor Dorothy Flude  |
|  |  |
|  | In attendance:- |
|  | Hannah Marr (Community Engagement Officer) |
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| **19/5/02** | To note declarations of Members’ interests |
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|  | Councillor Dennis Straine-Francis declared an interest in Item 8 (Minute Reference: 19/5/08) in light of being a member of Crewe and Nantwich Twinning Association |
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| **19/5/03** | Public Participation |
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|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments |
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|  | No questions were asked or comments submitted to the Community Plan Committee from members of the public |
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| **19/5/04** | To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 9th September 2019***(minutes attached)*** |
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|  | The Minutes of the Community Plan Committee Meeting held on Monday 9th September 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee |
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| **19/5/05** | To consider the Terms of Reference for the Community Plan Committee***(document attached)*** |
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|  | Members ***resolved*** to adopt the Terms of Reference for the Community Plan Committee |
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| **19/5/06** | To note the financial position of the Community Plan Committee***(document attached)*** |
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|  | Members noted the financial position of the Community Plan Committee |
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| **19/5/07** | To consider recommendations from the Grants Working Group in relation to applications submitted to the Crewe Town Council Grants Scheme submitted to the Town Council before Sunday 13th October 2019 |
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|  | The Grant Applications submitted are:- |
|  |  |
|  | 1. Organisation: Edge Inclusion Partners

Project Title: Mind Mechanics Amount Requested: £2,500.001. Organisation: South West Cheshire Scouts Council

Project Title: Crewe Gang ShowAmount Requested: £2,500.001. Organisation: IRIS Vision Cheshire

Project Title: Centre UpgradeAmount Requested: £2,480.001. Organisation: South Cheshire Concert Band

Project Title: Purchase of a new French HornAmount Requested: £1,519.001. Organisation: Riding for the Disabled

Project Title: Livery CostsAmount Requested: £1,820.001. Organisation: Cheshire Young Carers

Project Title: Giving Team Young Adult Carers a Head StartAmount Requested: £2,500.001. Organisation: Crewe Town Football Club

Project Title: New EquipmentAmount Requested: £1,155.261. Organisation: Wishing Well – Jubilee House

Project Title: Kitchen RefurbishmentAmount Requested: £2,249.00 |
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|  | Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 13th October 2019 and:- |
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|  | 1. ***Resolved not*** to award funds to the Edge Inclusion Partnership for the Mind Mechanics Project
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|  | 1. ***Resolved*** to award funds of £2,500.00 to the South West Cheshire Scouts Council towards the Crewe Gang Show
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|  | 1. ***Resolved*** to award funds of £2,480.00 to IRIS Vision Cheshire towards upgrading their centre
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|  |  |
|  | 1. ***Resolved*** to award funds of £1,519.00 to South Cheshire Concert Band towards the purchase of a new French Horn
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|  |  |
|  | 1. ***Resolved*** to award funds of £1,820.00 to Riding for the Disabled towards livery costs
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|  |  |
|  | 1. ***Resolved*** to award funds of £2,500.00 to Cheshire Young Carers towards their Giving Team Young Adult Carers a Head Start Project
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|  |  |
|  | 1. ***Resolved*** to award funds of £1,155.26 to Crewe Town Football Club towards new equipment
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|  | 1. ***Resolved*** to award funds of £2,249.00 to Wishing Well for the kitchen refurbishment at Jubilee House
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|  | The Grants Working Group has requested further information from the following organisations to support their applications to the Crewe Town Council Grants Scheme with a view that once received these can be resubmitted for consideration at a future meeting of the Community Plan Committee:- |
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|  | 1. Inner Trust CIC
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| **19/5/08** | To receive correspondence from the Twinning Officer in Bischofsheim and consider matters related to 30th anniversary celebrations of the friendships with both Dzierżoniόw, Poland, and Bischofsheim, Germany***(document circulated)*** |
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|  | Members received the correspondence from the Twinning Officer in Bischofsheim  |
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|  | Members ***resolved*** to support the 30th anniversary friendship celebrations and expressed a wish to send a representative from Crewe Town Council to the Bischofsheim |
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|  | The Town Council will formally write to the Twinning Officer to confirm the arrangements which will then be discussed at a future meeting of the Community Plan Committee |
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| **19/5/09** | To consider matters related to a friendship lunch club pilot***(document circulated)*** |
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|  | Members considered a proposal regarding a friendship lunch club pilot and ***resolved*** to allocate funds of £11,060.00 to the Wishing Well Project to establish the club at the George Community Centre |
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| **19/5/10** | To consider matters related to a business case from Cheshire East Council regarding a Community Liaison Officer post***(document circulated)*** |
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|  | Members considered the business case from Cheshire East Council regarding a Community Liaison Officer post and ***resolved not*** to allocate funds towards the project |
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|  | The Chair of the Community Plan Committee will write to the Member of Parliament for Crewe and Nantwich to discuss this matter in more detail as it was not felt that this post should be funded through Central Government funding |
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| **19/5/11** | To consider matters related to a children and families project***(document circulated)*** |
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|  | Members considered a proposal regarding a children and families project and ***resolved*** to allocate funds of £4,840.00 to Family Ties CIC to facilitate the project |
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| **19/5/12** | To consider matters regarding the followings:-1. Equal Opportunities and Diversity Policy
2. Child Protection and Vulnerable Persons Safeguarding Policy
3. Volunteer Policy
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|  |  |
|  | Members considered matters regarding three policy documents:-1. Equal Opportunities and Diversity Policy
2. Child Protection and Vulnerable Persons Safeguarding Policy
3. Volunteer Policy
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|  |  |
|  | Members ***resolved*** to recommend to Council that the Policies be adopted |
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| **19/5/13** | To consider matters related to the work undertaken by A Vision for Crewe – Crewe’s Community Plan under the themes of:-1. Cultivating Civic and Community Pride
2. Celebrating Arts and Culture
3. Families and Young People
4. Health and Wellbeing
5. A Voice for Crewe
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|  |  |
|  | Members considered matters related to a request from Cheshire East Council to be a main sponsor for Pride in the Park which will be held at Queen Park in Crewe on Saturday 20th June 2020 |
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|  | Members ***resolved*** to allocate funds of £5,000.00 to become a main sponsor for the event |
|  |  |
|  | Members considered matters related to funding a After School Club facilitated by YMCA Crewe |
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|  | Members ***resolved*** to allocate funds of £7,500.00 towards an After School Club and asked that YMCA Crewe submitted more information at a future meeting of the Community Plan Committee regarding the possibility of supporting an additional Club |
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|  | Members considered a request to support the Community First Responder in Crewe |
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|  | Members are minded to support the project however requested that further information was obtained by the Community Engagement Officer from the Community First Responder which was then presented at a future meeting of the Community Plan Committee |
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| **19/5/14** | To consider matters related to the draft budget for the Community Plan Committee for the Council Year 2020 / 2021 |
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|  | Members considered the draft budget for the Community Plan Committee for the forthcoming financial year 2020 / 2021 |
|  |  |
|  | Members amended the proposed budget and ***resolved*** that it be submitted to the Finance and Governance Committee for consideration |
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| **19/5/15** | To note the dates of future meetings of the Community Plan Committee:- |
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|  | * Monday 27th January 2020
* Monday 23rd March 2020
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|  | Members noted the dates of future meetings of the Community Plan Committee |
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|  | **The Community Plan Committee Meeting closed at 9.33pm** |

****Crewe Town Council

Committee Terms of Reference

Community Plan Committee 2019 / 2020

Purpose

The purpose of the Community Plan Committee of Crewe Town Council is to oversee the delivery of A Vision for Crewe – Crewe’s Community Plan and to support work undertaken via engagement with the community to improve the lives of those who live, study, work and visit the Town of Crewe

Functions and Remit

* Develop, facilitate and implement A Vision for Crewe – Crewe’s Community Plan to promote and improve the health, social and cultural wellbeing of people who live, work, study and visit the Town of Crewe;
* To facilitate and support statutory, community, voluntary and faith sector organisations within the Town of Crewe to deliver the aspirations of A Vision for Crewe – Crewe’s Community Plan;
* To develop, facilitate and implement matters related to community engagement through the support of community assets and organisations which support the values and ethos of A Vision for Crewe – Crewe’s Community Plan;
* To work in partnership with statutory, community, voluntary and faith sector organisations who support the values and ethos of A Vision for Crewe – Crewe’s Community Plan to positively benefit Crewe;
* To have oversight of Working Groups formed to support special events, projects and assets in delivering the priorities set out in A Vision for Crewe – Crewe’s Community Plan;
* To regularly review the work undertaken via A Vision for Crewe – Crewe’s Community Plan against the themes of:-
* Cultivating Civic and Community Pride;
* Celebrating Arts and Culture;
* Families and Young People;
* Health and Wellbeing;
* A Voice for Crewe;
* To refresh and update A Vision for Crewe – Crewe’s Community Plan, as appropriate, and seek Council approval for its adoption in any revised form;
* To have oversight of the Council’s involvement with outside bodies which are relevant to the work undertaken by A Vision for Crewe – Crewe’s Community Plan;
* To compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the work undertaken by A Vision for Crewe – Crewe’s Community Plan;
* To support partner organisations in the development and implementation of friendships and twinning arrangements and events;
* To support partner organisations to harness and proactively positively encourage international cohesion and relations within the community of Crewe;
* To seek and maximise the benefit of external funding along with accepting and receiving grants and donations to support projects, events and activities relevant to the work undertaken by A Vision for Crewe – Crewe’s Community Plan;
* To receive and accept grants and donations from external parties to support the implementation and development of the work undertaken by A Vision for Crewe – Crewe’s Community Plan;
* To facilitate and promote the Crewe Town Council Grants Scheme;
* To administer Crewe Town Council policies and procedures specifically those relating to grants, donations and community engagement;
* To make and award grants and donations in accordance with Council policies and procedures;
* To administer and oversee the civic functions of Crewe Town Council;

Correspondence from Bischofsheim, Germany

Report to Community Plan Committee

Monday 4th November 2019

In the year 1990, the Twinning Agreements with both Twin Towns Dzierżoniόw in Poland and Crewe and Nantwich were signed. Therefore we can celebrate the 30th anniversary next year. As it would be too much for all involved to organise this in 2020, it was decided to celebrate with Dzierżoniόw in 2020 and with Crewe and Nantwich in 2021

It was recently confirmed by the Council of Dzierżoniόw that the proposed dates are accepted and the celebrations between Dzierżoniόw and Bischofsheim will take place on 27th and 28th June 2020 in Bischofsheim and 18th – 20th September 2020 in Dzierżoniόw

Years ago an agreement of all three towns has been made that the direct partners can send delegations from 30 people and the third one up to 6 people. So for 2020, 6 representatives from England will be more than welcome in Bischofsheim and in Dzierżoniόw. In 2021, it will be the other way round and 6 people should be invited from Dzierżoniόw and Bischofsheim

Concerning the English delegation, we would be very happy if CANTA and both Council’s would be represented in Bischofsheim in June 2020 as we would like to take the chance to hold a meeting to discuss plans for 2021. The dates of course should be fixed before. If you already have suggestions for 2021, please let us know. The composition of your delegation is of course up to you

On behalf of Mayor Ingo Kalweit and the Chairman of the Twinning Association Hugo Berg, we are looking forward to meeting up with you in 2020 and official invitations will follow

All guests will be accommodated in host families

With kind regards,

Dietmar Zaia

Twinning Officer

Bischofsheim Council

Received by email on 17th October 2019

Friendship Lunch Club Pilot

Report to Community Plan Committee

Monday 4th November 2019

Overview

The Wishing Well Project is a local health and wellbeing charity founded in Crewe to tackle health inequalities and improve public health. The organisation manages two community centres (Jubilee House and the Georges Community Centre) that host health and wellbeing services as well as delivering an extensive community outreach programme which reaches over 2,000 people every week. Wishing Well sustains community projects through a social enterprise model with the charity running successful cafes, restaurants, a meal delivery service and community day care provision

Wishing Well is in a position to offer activities and services to local residents that aim to improve health and wellbeing. We believe that by strengthening our capacity, this will allow for more services to be delivered which will greatly benefit the wider local community

Proposal

To establish a new Friendship Group similar to the ones the Town Council has helped to form at What’s Happening on North Street and Brierley Street which will engage with local people to deliver a weekly lunch club and activity provision delivered at the George’s Community Centre

To design and deliver appropriate sessions that promote social activity and improve health and wellbeing which will be specifically targeted to those who are socially isolated of all ages

To work in partnership with Crewe Town Council and other community organisations to inspire communities to get involved and support one another

Wishing Well will work alongside Crewe Town Council and CVS Cheshire East to develop a sustainable programme for volunteers to help sustain the project long term

This proposal provides a structure to allow the delivery of:-

The following outputs:-

* The recruitment of up to 10 volunteers over the next 12 months to support the project;
* The facilitation of one session per week aimed at uniting people and reducing social isolation in Crewe;
* Working in partnership with Crewe Town Council and others to identify vulnerable people in the community to support;

The following outcomes:-

* Increased social activity levels in Crewe which will reduce social isolation in Crewe and increase community cohesion;
* Reduced pressure on front line emergency services, GP appointments and hospital admissions;
* Reduced pressure on the health and social care sector and public purse;
* Improved health and wellbeing of Crewe residents and community resilience;
* Increased number of residents accessing beneficial community provision in Crewe;

Business Plan

Year 1

|  |  |  |
| --- | --- | --- |
| **Date of Action** | **Action** | **Action Completed** |
| September 2019 | Commencement of Contract for Provision | September 2019 |
| September 2019 | Design and Purchase of Service Provision | September 2019 |
| September 2019 | Launch of Luncheon Club | October 2019 |
| September 2019 | Volunteer Programme to help sustain activities launched | Ongoing |
| December 2019 | Project Delivery and Q1 Report | January 2020 |
| December 2019 | Volunteer Recognition and Recruitment | December 2020 |
| January 2020 | Project Delivery | Ongoing |
| February 2020 | Project Delivery | Ongoing |
| March 2020 | Project Delivery | Ongoing |
| April 2020 | Q2 ReportProject Delivery | April 2020Ongoing |
| May 2020 | Project Delivery | Ongoing |
| June 2020 | Project DeliveryNational Volunteers Week Recognition | Summer 2020June 2020 |
| July 2020 | Q3 Report | July 2020 |
| August 2020 | Project Delivery | Ongoing |
| September 2020 | Project Delivery | Ongoing |
| October 2020 | Annual Report on Project | October 2020 |

Financial and Sustainability Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Item** | **CTC Funding** | **WW Funding** |
| Sep 2019 - Sep 2020 | Lunch Club Activities | £8,460 | £4,200 |
| Sep 2019 - Sep 2020 | Programme Coordinator and Facilitator | £600 | £2,200 |
| Sep 2019 - Sep 2020 | Activity Equipment | £1,000 | £0 |
| Sep 2019 - Sep 2020 | Volunteer Recruitment, Training and Kit (x 10)£100 per volunteer | £1,000 | £0 |
| Sep 2019 - Sep 2020 | Room Hire  | £0 | £4,160 |
|  |  |  |  |
| **Project Total = £21,620** |
| **CTC Funding Total = £11,060** |
| **WW Funding Total = £10,560** |

Sustainability

Any new area of work or new service provision requires pump-prime funding. As a responsible charity that places the importance of health and wellbeing of our people first, it is vital that our colleagues are valued appropriately. As a living wage and flexible employer, we recognise that sustaining projects can be particularly challenging with rising costs. However, our funding strategy and social enterprise model provides an excellent balance allowing us to seek external funding – non-public sector where possible – whilst also generating our own income through our flourishing meal delivery service, catering and café provision. We now deliver 100 meals a day which generates a surplus for us to sustain our current provision. We can then revise our strategy to ensure what we do can be covered by surplus margins within the trading arm of the organisation

The Luncheon Club itself provides an opportunity to become self-sustainable. Once established, the Luncheon Club costs will be offset by the contribution of the individuals themselves. We always ensure that our provision offers the best value in town. Typically a lunch club will last approximately three hours and will cost the individual approximately £5.00 (this includes a two course meal and plenty of smiles and laughter)

Community Liaison Officer Business Case

Report to Community Plan Committee

Monday 4th November 2019

Currently there are four Community Liaison Officers (CLOs) who have been in post from January 2019, speaking a total of seven languages with ability to understand and communicate in a range of other languages. They work with the selected schools to improve participation between migrant families and schools. The officers’ role also provides additional support to migrant families, assisting them to access services and integrate into the wider community

The officers are employed directly by Cheshire East Council (CEC) and they are paid at Grade 7 working on average 16 hours per week. They are employed on a 43 week basis to cover the school term time, with some additional weeks for work in the local community during the school summer holiday 2019

CLO’s actively engage with migrant children / families via referrals from schools, drop in session, information events and informally at drop off / pick up times

Role of CLO

* Reduce demand from migrant children / families on teachers and school staff;
* Support school staff and migrant children / families to access the right services;
* Assist in reducing community tensions with in Crewe;

Improve communication with migrant families and reduce need for interpreters and start to build trust within the migrant communities, encourage volunteers to become community champions

The CLO’s now have a permanent contract with Cheshire East Council as it has been evident that the work they do is crucial to support the migrant communities within Crewe

Work the CLO’s are doing outside of their working environment

* Translation service for families outside of school setting (i.e. CEC public health info, relatives of families in contact with);
* Advocacy / translation for parent of migrant children in dealing with other aspects of their lives (i.e. CEC internal services including social care / council tax, DWP);
* Provide assistance including form-filling for benefits, residency permits, etc. (time consuming exercise);
* Signposting to CEC commissioned services;
* Promoting CLO service internally and externally (events, posters, flyers, social media etc.);
* Assist with coordination and delivery of ESOL classes in Crewe;
* Lead on ‘Welcome to Crewe’ events;
* Attend home visits with Social Workers / Family Support Workers;
* Address social issues and anti-social behaviour within the community of Crewe in migrant families due to not understanding the language and cultural differences;
* Identify and address mental health issues in migrant children, facilitating onward referral to specialist services(s);
* Support with wellbeing and mental health concerns with families;

Background: Migration Trends

Over the last 5 -10 years the migrant population in Cheshire East has increased from 4% to 7% (Census, 2011). Population demographics differ across Cheshire East e.g. Crewe has the largest population of Eastern Europeans due following active recruitment by agencies in 2006 and 2007, which has continued. Other areas, like Wilmslow and Knutsford have large populations of Indian migrants due to companies based in these areas that recruit from these countries

According to the Schools Census 2017, the total population of pupils from migrant families is 3093 out of a total of 52,820 pupils with 102 languages spoken across Cheshire East. The schools in Crewe have been identified to be the most impacted services due to this increase in migration. This data does not include those migrants who do not have any children. Therefore, the population of migrants is more than recorded

The schools Census 2017 breakdown shows an increase in numbers of children with English as an Additional Language (EAL). Based on the School Census (2017) main migrant languages spoken in schools are Polish, Slovak, Bulgarian, Urdu, Romanian; Malayalam; Bengali, Chinese, Bulgarian. Six primary schools and one high school with the population of 20% EAL pupils were identified to have the most need in Cheshire East. These are:

* Westminster Nursery and Pre-School
* Edleston Primary
* St Mary’s Primary
* Beechwood Primary
* Wistaston Green Primary
* Underwood West Primary
* Pebblebrook Primary
* Ruskin High School
* Sir William Stanier School
* St Thomas More High School

The high schools were also included due to their challenges of pupil tensions and its impact on community relationships and wider engagement with the schools



This information is correct as of 2011 – there has since been an increase in migration which should be correctly identified within the 2021 Census

Net migration added 22,300 to the Borough’s population total over the 2001-17

1% of the population of Crewe is Polish so if we go from the statistics from the language speakers above that would mean that 0.10% of the population of Crewe are Slovak etc

Language barriers and their impact on education and community engagement

School data has provided evidence that parents and children’s English levels are not adequate for them to understand learning process, policies and school expectations. Therefore, children with English as an Additional Language (EAL) do not attain at the same level as non EAL pupils or the national standards. Key stage 1, EAL pupils reading levels are 17% lower than the others and 5% lower than national average and writing levels are 10% less than non EAL pupils. Key Stage 2, reading levels are 13% lower than non EAL pupils and 7% lower than national average. These attainment levels are lower across the board for all levels

Teachers and teaching assistants are stretched to try and work with EAL pupils meaning that they are not supporting other pupils in the class, some who may have learning disabilities and additional needs. This lack of English comprehension without EAL specialists makes it difficult for schools to provide the best education that the pupils need

Some schools have been using other students to translate in meetings and with phone calls, taking time away from their own learning and parents, also relying on their children to translate for them

Low attendance

Parents’ lack of understanding of school procedures and policies sees some parents taking their children out of school and not providing reasons for their absence resulting in Education Welfare fines. Last school year, EAL families ignored fines and ended up with added fines and court costs of over £500. Parental support at home can be limited, as a result of not being able to speak English and understanding school letters and other communications

The CLO’s now have fixed days and evenings where drop-in sessions for information and advice are offered by the team. This has resulted in a real positive for the migrant community. Information Packs have been developed, which contain essential information on services and community support for new migrants. The packs have been translated into five languages that were identified by the schools (2018 / 2019). The CLO’s work with the schools to monitor the effectiveness of the packs in supporting migrant parents

Non engagement with school and wider community

Language barriers reduce migrant families from engaging with schools and at community events, leaving them disconnected from the local support which could benefit their children’s education. Parents also use their children to translate for them at various appointments taking them away from school therefore impacting their learning

This has been a mammoth task for the CLO’s, and they have worked tirelessly with the parents and schools. The different cultures play a big role in non-engagement. Evening and daytime drop in sessions are held fortnightly with the children and family to talk about the support they can offer. This is happening on a regular basis, with positive results

Community Tensions

Tension between different groups of students has resulted in increased exclusion figures due to hostilities. For example, Sir William Stanier School and Ruskin High School have had issues with young people from different ethnicities fighting, which had an impact on school atmosphere and wider community relationships. There is also tension with white British adults. Having a number of EAL pupils in schools is seen as a negative by some, as established communities’ perceptions is that migrant families receive preferential treatment, both in schools and with other services

Community Links

Now the project is beginning to evolve, health practitioners’ have identified the CLO’s as a key link into the communities where the migrants are living. They work closely with the school nurse to translate and support with information which needs to be shared with the families

Immunisation is a high concern within the migrant communities in Crewe and this is something that the CLO’s try hard to support. Diet, obesity and dentistry are issues beginning to emerge

Asylum Seeker and Syrian refugee scheme

In January 2018 an Asylum Seeker Dispersal Programme commenced and is currently being managed by Cheshire East Housing Service. There are 15-20 properties over a three year period, working with an organisation, Serco, who delivers this on behalf of the Home Office. The properties are all in the area of Crewe due to the available infrastructure

Proposal to seek funding for a 30 hour CLO post from Crewe Town Council

We are looking for a fixed term 30 hour Community Liaison Officers Post for three years to be funded by Crewe Town Council and to be managed by Cheshire East Communities Team. This would complement the current Community Liaison Team which consists of 76 hours across the four officers

If this was successful an agreed service specification would be drafted to look specific outcomes that would support the migrant communities within Crewe. It would also tackle some of the concerns that have recently been highlighted by the Street Scene Officers around environmental concerns

**Approximate cost for this post is: £40,291 per annum**

Possible Objectives

* Increase migrant participation in sport and maximise opportunities to engage through sport;
* Support for GP practices to deal with non-English speakers;
* Improve the health of migrant communities;
* Sexual Health within communities;
* Develop Community Engagement events;
* Provide advice and support to migrant communities;
* Access to ESOL provision;
* Access to Employment;

Children and Families Project

Report to Community Plan Committee

Monday 4th November 2019

Family Ties has worked in partnership with Crewe Town Council for three years supporting the Crewe Youth Voice Project which aims to engage with young people across the town to collect their views and concerns which we can then try to address

Following a meeting with the Community Engagement Officer earlier this year, we discussed a number of alternative projects we would like to approach the Town Council to support the below projects which will go some way in helping to alleviate the gap in early intervention provision

Below is some information regarding our proposal for funding

Service 1

A targeted afterschool club for children who have been impacted by bereavement or loss including parental separation, family disputes and divorce or other trauma by offer a safe space for support

|  |  |
| --- | --- |
| Frequency | One session per month (11 per annum) |
| Duration | One and a half hours |
| Resources | £250.00 |
| Facilitation | £1,320.00 |

We intend to approach a local school to run the children's club from which this will improve engagement if the club commence immediately after school. This group will give the participants a safe space and social opportunities as well as respite from their home environment

Support groups bring together people who are going through or have gone through similar experiences. A support group provides an opportunity for children to share personal experiences and feelings and coping strategies

Benefits of the above support group will include:-

* Feeling less lonely, isolated or judged;
* Reducing stress, depression, anxiety or fatigue;
* Talking openly and honestly about their feelings;
* Increasing resilience;
* Gaining a sense of empowerment, control or hope;

Themes addressed will cover:-

* Health and Wellbeing – Increasing bereavement services in Crewe;
* Aspirational young people – Young people having safe activities and places they can engage with;

Service 2

A parent drop-in clinic – which would be flexible in terms of the focus and operate as a drop-in for parents to discuss support needs and signpost

|  |  |
| --- | --- |
| Frequency | One session per month (11 per annum) |
| Duration | One and a half hours |
| Resources | £250.00 |
| Facilitation | £1,320.00 |

Referrals will be generated from the families that access the children's drop-in, local schools or the Guinness Partnership

The drop-in sessions will address social isolation and parenting advice which will increase their community engagement and strengthen family relationships. This service will impact on the health and wellbeing of local residents

This service will be tailored to the client’s individual needs rather than a generic parenting programme that may not address individual issues. The structure of these drop-in sessions will be informal in a warm and nurturing environment, this will aid engagement from local residents as it will be voluntarily attended giving the participants ownership and autonomy

Drop-in sessions are a great way for families to meet each other and have a change of scene and activities. They are more flexible than a group – there is no expectation that parents / carers attend every week or get there for the start time. They can provide a relaxing way for parents to chat together, while their children play with other children and toys. However, they also offer a great opportunity to share ideas with parents and carers in bite-size chunks, about how they can support their children through everyday activities.

Themes addressed will cover:-

* Health and Wellbeing – to reduce social isolation and loneliness in the community, by offering a service that promotes companionship and a befriending scheme;

Service 3
Parent sessions / group which would focus on relationship building and attachment

|  |  |
| --- | --- |
| Frequency | One ten-week group |
| Duration | One and a half hours |
| Resources | £500.00 |
| Facilitation | £1,200.00 |

Referrals identified from the drop-ins and local schools

This flexible programme (Heart to Heart) is based on the latest attachment research which shows that supporting the parent-child attachment relationship sets the scene for the best outcomes for children right into adulthood. Adolescence can be a challenging time for parents / carers and this programme offers an ideal opportunity to share and experience new and empowering evidence-based knowledge with families

Benefits for Families

* + Practitioners can develop supportive networks by offering local sessions designed specifically for parents / carers and their children / teens which may continue long after the programme ends;
	+ Parents / carers and their children will come together through enjoyable, interactive and low-key activities which help strengthen their relationship in a contained and nurturing group;
	+ All group members will be equipped with the latest science of attachment and encouraged to develop attachment skills using a wide variety of enjoyable activities including multi-media clips provided, Lego modelling and the occasional junk sculpture;
	+ Families will explore all aspects of middle childhood and teen development including the amazing changes happening in prepubescent and teenage brains – why teens turn nocturnal and other wonderful aspects of emotional, neurological and psychological development;
	+ Practitioners will share evidence-based tools and techniques with all group members to help them manage stress and develop resilience;

Themes addressed will cover:-

* Health and Wellbeing – to reduce social isolation and loneliness in the community and improve the health and wellbeing outcomes of the community promoting self-care and healthy eating;

This will also support individuals with identified attachment disorders.

Please note each service has a maximum capacity of drop-ins / after-school club up to 12 participants and Parent Group up to 8 participants

These services will be aimed at local residents to our office on Timbrell Avenue, we have an established relationship with our local primary school, Underwood West Academy, where referrals will come from and the afterschool club will be facilitated from here

Therefore, the total for the town council if you choose to commission all 3 services would be £4,840.00

****Crewe Town Council

**Equal Opportunities and Diversity Policy**

**1. Purpose**

**1.1** Crewe Town Council is committed to the promotion of equality of opportunity and equality of treatment and this Policy demonstrates that it will seek to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.

**1.2** The Policy will act as a guide and frame of reference for the Council’s employees so that they can implement its equal opportunity objectives. As a result, managers and employees will know what their responsibilities are and also that they too will be treated fairly.

* 1. The Policy will help the Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Council’s objectives in terms of both employment and service provisions.

2. Objectives

**2.1** This Policy is designed to ensure that equal opportunities exist in all Council activities, defined as follows:−

**2.1.1 Employment**

 To ensure that no member of the public suffers discrimination and that everyone has equal access to employment within the Council.

* + 1. **Services**

To ensure that all services provided by, or on behalf of, the Council are made available to all individuals and groups equally and without discrimination.

* + 1. **Contracts**

To ensure that, within the limits of the law, all individuals, companies or organisations undertaking work, or providing goods or services for the Council do not follow discriminatory practices. Service Sections involved in drawing up specifications for competitive tendering should take into account the specific needs of disadvantaged groups in service provision and ensure that, where the Council is already offering services to meet such needs, they are included in the specifications.

3. Policy Statement

**3.1** Crewe Town Council is committed to a Policy of equality of opportunity and equality of treatment. It aims to ensure that in its recruitment, employment, business practice and service delivery, no employee or member of the public will be treated less favourably than another on the grounds of:−

1. Gender
2. Gender reassignment
3. Marital status or being in a civil partnership
4. Domestic circumstances
5. Race
6. Nationality
7. Ethnic origin
8. Colour
9. Religion or belief
10. Creed
11. Politics
12. Age
13. Disability
14. Illness
15. Pregnancy
16. Maternity or paternity
17. Sexual orientation
18. Social background

or is disadvantaged by conditions or requirements without justifiable cause.

4. Responsibilities

* 1. To ensure that Equal Opportunities Policies are developed, implemented, effective, monitored and updated. The Council has delegated overall responsibility to the Town Clerk.
	2. The Town Clerk will have specific responsibility for Equal Opportunities Policies as they relate to employment and will have responsibility for ensuring that these Policies are implemented within the Town Council.

**4.3** The Town Clerk will be responsible for ensuring that monitoring takes place with regard to applications for employment and employment trends within the Council (e.g. promotion, re-grading and training) and for organising any equal opportunities training.

**4.4** The Town Clerk will be responsible for developing Equal Opportunities Policies with regard to service delivery and for reviewing them on a regular basis and will also be responsible for ensuring the monitoring of service provision.

* 1. Employees have responsibilities to ensure that:−

4.5.1 They understand and comply with the letter and spirit of any such Policy and actively participate in measures introduced by the Council to ensure that there is equality of opportunities and non-discrimination.

4.5.2 They do not discriminate as a decision-maker, or encourage others to discriminate, in matters of recruitment and selection, promotion and training and service provision.

4.5.3 Council services are provided to members of the public fairly and equitably.

4.5.4 They report to management any discriminatory practices.

4.5.5 They support the proper investigation of complaints.

5. Employment

**5.1** Good employment practices are essential to ensure the elimination of discrimination, not only as they relate to the employment of employees, but also to the way those employees deliver services.

**5.2** The Council requires that:−

(a) Unless there is a valid reason for not doing so, all recruitment advertisements will be publicly advertised in media readily available to everybody, and are circulated to job centres. All advertisements will make it clear that the Council is an "Equal Opportunities Employer".

(b) In terms of the skills, knowledge and experience required for job performance, no criteria will be classed as "essential" unless this can be justified. Specifications will be produced for all vacancies.

(c) All vacant posts will be processed under the Council’s agreed recruitment procedures.

(d) No member or employee uses their position and influence to ensure that relatives, friends or colleagues are given jobs. The Council may treat any such action as a disciplinary matter.

(e) Any practical or psychometric tests used in the selection process are justifiable and would not lead to indirect discrimination.

1. All employees involved in the recruitment and selection process are competent and able to perform the task and should receive training in the provisions of appropriate legislation and non-discriminatory selection techniques.

**6. Service and Facilities**

**6.1** The Council recognises its duty under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equality Act 2010 as the provider of services and facilities and as far as reasonably possible will ensure that there is:−

(a) Equality in the allocation of resources.

(b) Equality of access to services and facilities.

(c) Equality of treatment in service delivery.

(d) Equality of use of services and facilities.

**6.2** While services will be delivered to individuals, the Council will ensure that the design of those services will be responsive to the needs of particular groups within society.

**6.3** Each Service Section should review equal opportunities issues and best practice on an annual basis and produce a report for the Town Clerk.

7. Communication and Information

**7.1** This policy must be made available to members of the public on request and employees should be proactive in making it available.

**7.2** All employees must be made aware of the contents of this Policy and any other Policy which affects their area of work.

**7.3** Any information produced should be clear, understandable and in non-offensive language. Information should also show positive images of all groups which include for example women, ethnic minorities and disabled people. Where possible, information will also be translated into other languages, British Sign Language, audio tapes or Braille, on request.

8. Training, Development and Positive Action

**8.1** The Council recognises that training and development are crucial to ensure that employees have the skills, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.

**8.2** General guidance will be issued to employees to increase awareness of how discrimination operates at both individual and institutional levels and to ensure awareness of the Council’s moral and legal obligations and practices and procedures.

**8.3** In terms of employment, managers will be given training in recruitment and selection, discipline and grievance, so that they are able to interview effectively and objectively and deal with disciplinary and grievance issues such as harassment, victimisation and discrimination.

**8.4** All employees will have equal access to training (subject to the availability of resources), career development and promotion opportunities. All reasonable effort will be made, as allowed under all relevant legislation, to equip people from disadvantaged groups with the necessary skills to enable them to compete effectively for jobs within the Council. Positive action will also be taken to retain and/or redeploy existing employees who become disabled.

9. Complaints

**9.1** Employees who feel they are the victims of discrimination through, for example:-

* Direct discrimination
* Indirect discrimination
* Victimisation
* Harassment

may make a complaint under the Council’s grievance procedure.

**9.2** Members of the public who feel that they have suffered from discrimination should make a complaint under the Council’s Complaints Procedure.

* 1. The Council requires that everyone should be treated with dignity and respect and will not accept any form of discrimination. It will take seriously any complaints made by either employees or members of the public and will thoroughly investigate these complaints. If complaints are substantiated, appropriate action will be taken in respect of employees and this may include disciplinary action.

10. Monitoring

* 1. The Council will ensure that its Equal Opportunities Policies are formally monitored through the performance review process so that the success of the Council’s aims and objectives can be measured and continual improvements made. The results of monitoring will be made publicly available, through an annual report to the Finance and Governance Committee.
	2. The Town Clerk will monitor all applications for employment and employment trends within the Council to ensure compliance with this Policy.
1. Actions

We will:-

* Develop an organisational culture that positively values diversity
* Achieve, wherever possible, a membership, committee membership and workforce that broadly reflects the local community in which we operate and is representative of all sections of society
* Ensure that individuals are treated fairly in all aspects of their employment with Crewe Town Council
* Make it clear that intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action
* Ensure that all our services are provided in a way which promotes awareness of the rights and needs of the people who face discrimination and enables all people to have access to them
* Encourage the development of skills and knowledge through training
* Ensure that premises used in relation to our work are accessible and inviting for all members of the community
* Challenge any discrimination or oppressive behaviour from and towards any members, volunteers, clients or agencies we work with
* Work in a way that recognises peoples’ individual needs
* Regularly evaluate this policy and seek feedback from those who are affected by it

****Crewe Town Council

**Child Protection and Vulnerable Persons**

**Safeguarding Policy**

Introduction

Crewe Town Council is committed to ensuring that all employees, volunteers, service users, clients and visitors are safeguarded in line with the provisions of the Working Together 2014 of the Care Act 2014 and the Mental Capacity Act 2005 *(PHSA 3.1, 3.7)*

Safeguarding means protecting an individual’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that an individual’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action

It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves

1. **Scope of the Policy and Procedure**

The aim of this policy and procedure is to ensure:-

* the safety of adults at risk by outlining clear procedures and
* that all employees, volunteers, service users, clients and visitors within Crewe Town Council are clear about their responsibilities and are trained adequately
* service plans consider the need to safeguard adults at risk *(PHSA 2.4)*
1. **Definition of Adult at Risk**

An adult at risk is a person aged 18 or over; who:-

* has needs for care and support (whether or not the local authority is meeting any of those needs), and
* is experiencing, or is at risk of, abuse or neglect, and
* as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

This may include a person who:

* is an older person who is frail due to ill health, physical disability or cognitive impairment;
* has a learning disability;
* has a physical disability and / or a sensory impairment / or communication difficulty i.e. autism;
* has mental health needs including dementia or a personality disorder;
* has a long-term illness / condition;
* misuses substances or alcohol;
* lacks capacity to make specific decisions to make particular decisions;

Within the services provided by Crewe Town Council, adults at risk could be present in any group or session, at any time so this safeguarding policy statement is applicable throughout all of Crewe Town Council activities and provision. In the case of suspected abuse initially staff, trustees or volunteers should raise an alert and submit this to the named Safeguarding Lead who will contact the Cheshire East Adult Social Care see below, and other authorities as applicable. *(PHSA 4.3)*

What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual’s human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive, but is illustrative of the kinds of abuse that might be experienced:-

* + Physical (including Female Genital Mutilation and Honour Based Violence)
	+ Domestic Abuse
	+ Psychological
	+ Sexual abuse
	+ Financial or material abuse
	+ Modern Slavery and Human Trafficking
	+ Neglect and Acts of Omission
	+ Discrimination abuse
	+ Organisational abuse
	+ Self-Neglect
* Deprivation Of Liberty
1. Standards

(a) Crewe Town Council staff and contractors *(PHSA 2.3)* are required to:-

* Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check when they commence employment. Where this has not been undertaken staff will not be allowed to work with adults unless supervised by a member of staff who has had a clear DBS check. *(PHSA 7.2).*
* Demonstrate respect for all service users as individuals in all matters.
* Reflect on their own approach and style, recognising the inherent power their position bestows.
* Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. *(PHSA 7.1).*
* Ensure that all service users experience a suitable and supportive environment to encourage service user disclosure of any issues which might affect the way in which they should be treated.
* Ensure all service users are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
* Ensure a diverse range of services and training that is sensitive to difference.
* Invite and encourage constructive feedback from service users about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
* Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures.
* Ensure that all persons working for or providing services to Crewe Town Council are provided with a briefing on these safeguarding policies and procedures before any work is undertaken or any services delivered.
* Report any incidents immediately to any relevant partners or commissioners.

(b) Service users, clients, volunteers and visitors are required to:-

* Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
* Support an open, constructive environment within which diversity is valued positively.

(c) Dealing with claims of abuse perpetrated by internal members of staff

This Policy makes it clear how staff are expected to perform when dealing with all service users including adults at risk. It specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

1. Safeguarding Lead

The details of the named contact for Crewe Town Council is the Town Clerk

The named person will have full awareness of the policy and procedures guidelines and have attended training on safeguarding endorsed by the local Safeguarding Board.

The named contact will be a single point of contact for the organisation in relation to:-

* Child Sexual Exploitation
* Female Genital Mutilation
* Prevent
* Domestic Abuse
* Honour Based Violence
* Forced Marriage
* Mental Capacity Act
* Deprivation of Liberty Safeguards
* Trafficking / Modern Slavery

**Safeguarding Procedure**

1. First Steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead *(PHSA 3.2)*

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:-

1. The allegation or concerns, including the date and time of the incident,
2. What the adult at risk said about the abuse and how it occurred or what has been reported to you.
3. The appearance and behaviour of the victim.
4. Any injuries observed.
5. Whether any dependants are also at risk *(PHSA 4.4) (PHSA 1.3)*
6. If the allegation is against a member of staff a volunteer or a service user of Crewe Town Council *(PHSA 3.6)*

Crewe Town Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:-

* The worker must ensure that that the vulnerable adult is safe and away from the person against whom the allegation is made.
* The named person for safeguarding should be informed immediately.
* In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.

(Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).

* The named person should contact the local authority social services team for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and / or in the event of an emergency situation arising, the police.
* The individual who first received / witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident / receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and / or social services.
* Regardless of whether a police and / or social services investigation follows, Crewe Town Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
* Whistle blowing will not prejudice the position or prospects of Crewe Town Council staff or volunteers *(PHSA 3.3)*
1. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:-

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
2. Deal with any immediate needs:-
3. Ensure that the victim of the alleged abuse is safe
4. Ensure that any necessary emergency medical treatment is arranged
5. Ensure that no forensic evidence is lost
6. If the alleged perpetrator is also an adult at risk, ensure that another member of staff / manager is allocated to attend to their needs and ensure that other service users are not put at risk.
7. Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
8. Check that the circumstances fall within the safeguarding adult’s procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.
9. Address issues of consent and confidentiality, taking care to not promise confidentiality
10. A formal referral must be made on the same day as the alert is raised when:
* A crime has been, could have been, or yet could be committed.
* There is a suspicion that an abuse has taken place.
* The allegation involves a child
* The alleged perpetrator is themselves an adult at risk.
* They are unsure if abuse has taken place
1. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.
2. All incidents, allegations of abuse and complaints must be recorded, monitored and available for internal and external audit. *(PHSA 2.1, 2.2)*

The Referral Stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:

* All referrals should be made to**: Cheshire East Adult Social Care**. The following number should be called **0300 123 5010** or **0300 123 5500**
* The police if you think a crime may have been committed – Telephone **101** and specify it is a safeguarding issue (**999** in an emergency).
* If a child is also at risk contact **Cheshire East Children’s Services**. The following number should be called **0300 123 5012** or **0300 123 5500**
* Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children’s and adults on the **out of hours** number **0300 123 5022** or **0300 123 5500**

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:-

* The name of the adult
* Date of birth and age
* Address and telephone number
* Why the adult is considered to be at risk
* Whether consent has been obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults or children are at risk)
* What the person involved has said they want to happen next (the referral needs to be made, with details of those involved even if the person has not given consent, but this needs to be included in the information given)
* Whether there are any concerns or doubts about the mental capacity of the adult at risk
* Whether the police are aware of the allegation, and whether a police investigation is underway
* If possible, use the Cheshire East Safeguarding referral form (Appendix 2)

What happens next?

The designated lead should receive acknowledgement or the referral from the relevant agency, and be given feedback about what happens next. This will not always be appropriate to pass on to the person completing the first account report.

Appendix 1

Crewe Town Council

Safeguarding Action Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Responsible Person** | **Date to be completed by** | **Date completed** | **Evidence** |
| Incidents, allegations and complaints are monitored and lessons learnt are fed into planning |  |  |  |  |
| All staff and volunteers are trained on safeguarding [including who the lead is, how to act, Mental Capacity and Deprivation of Liberty] through induction training and mandatory refresher courses *(PSA 1.2, 1.3, 8.2)* |  |  |  |  |
| Service developments are informed by the views of adults and carers *(PHSA 4.1, 4.2)* |  |  |  |  |
| Staff and volunteers working with children and adults at rick receive regular support and supervision *(PHSA 8.3)* |  |  |  |  |
| All staff understand the practical implications of the safeguarding policy and procedure |  |  |  |  |
| Safer Recruitment policy for both staff and volunteers is in place |  |  |  |  |

Appendix 2

Cheshire East Council Adult Safeguarding Referral Form



|  |
| --- |
| **ADULT SAFEGUARDING FIRST ACCOUNT REPORT** |

**To be filled in by the person who heard, saw or suspects that abuse has happened.**

Crewe: Creweandnantwichadultsocialcareteam@cheshireeast.gov.uk

Congleton: Congletonandsandbachadultsocialcareteam@cheshireeast.gov.uk

Wilmslow: Wilmslowandknutsfordadultsocialcareteam@cheshireeast.gov.uk

Macclesfield: Macclesfieldadultsocialcareteam@cheshireeast.gov.uk

CMHT Macc: MentalhealthMaccAdmin@cheshireeast.gov.uk – 01625 505696

CMHT Crewe:MentalhealthCreweAdmin@cheshireeast.gov.uk – 01270 655287

**For people already open to CMHT**

Macclesfield Hospital Social Work Team / Leighton Hospital Social Work Team:

Macclesfield.hospital@cheshireeast.gov.uk

Leightonsocialworkteamadmin@cheshireeast.gov.uk

**For people in hospital**

|  |  |
| --- | --- |
| **DATE :** | **TIME:** |
| **NAME OF ADULT AT RISK:**  |  |
| **D.O.B:** |  |
| **PARIS ID:** |  |
| **ADDRESS:****POSTCODE:** |  |
|  |  |
| **NAME OF GP:****ADDRESS:****POSTCODE:** |  |
|  |  |
| **PERSON REPORTING THE INCIDENT:****NAME ………………………………………………… TEL ……………………………….****RELATIONSHIP TO ALLEGED PERSON AT RISK: …………………………………………** |
| **Account****Please write below a factual account of what you saw or heard. Please continue on further sheets as required, number them, and sign and date the statement as it may be used in evidence. Suggestions for inclusion in the account:** |
| ***What happened? (tell me, describe to me, explain to me)******When did it happen? Who is involved? Where did it happen? (continue on extra sheets if required)*** |
| **Continued…** |

|  |
| --- |
| **Continued…..** |



|  |
| --- |
| **Office use only**:Action taken by receiving team:S42 Enquiry □ Non S42 □ Complaint □ Quality of Care issue □Needs assessment / Carers assessment □ |

****Crewe Town Council

**Volunteer Policy**

Crewe Town Council recognises the valuable contribution that volunteers make to Crewe and its community. They can bring a richness of skills and experience and can often provide a vital bridge to the community. The Town Council recognises that a volunteer is someone who chooses to commit their time and energy are motivated because it is their choice to volunteer and give their time freely

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment. The role will be discussed by a Crewe Town Council Officer with the volunteer and there will be an expectation that the volunteer will meet the roles requirements as well as the time commitment, frequency and availability required

Volunteers are encouraged to inform Crewe Town Council as soon as possible if they are unavailable or wish to withdraw from their voluntary role

Principles

Crewe Town Council:-

* Recognises that voluntary work brings benefits to volunteers themselves and others;
* Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute positively to the organisation
* Will not introduce volunteers to replace paid staff
* Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work where appropriate
* Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively
* Will endeavour to identify and cover the costs of involving volunteers
* Recognises that the management of volunteers requires designated responsibilities within specific posts
* Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

Recruitment

We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and making contact with local volunteering organisations

We will also endeavour to help any volunteer overcome barriers that they may make it difficult for them to volunteer at Crewe Town Council

The Crewe Town Council Equal Opportunities Policy will be adhered to at all times in relation to the recruitment and support of volunteers

All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Crewe Town Council it sets out what the volunteers and what the project can except from each other

DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children and vulnerable people is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks. DBS checks are not a reflection on the individual, but a legal requirement in certain circumstances

Health and Safety

Crewe Town Council has responsibility for the health and safety of volunteers. Volunteers should at all times follow the Health and Safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book

We will provide volunteers with appropriate guidance on any health and safety issues that arise

Safeguarding

Crewe Town Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously and as such have a Safeguarding Policy to be followed at all times

Insurance

Crewe Town Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Town Council will ensure that volunteers are provided with professional and public liability. The insurance will not cover unauthorised actions or actions outside the volunteering agreement

Induction and Training

All volunteers will receive an induction to familiarise them with the work of Crewe Town Council in general and their own particular area of work. Training will be offered where it helps to fulfil the role

Support and Supervision

All volunteers will have a named person as their main contact at Crewe Town Council. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems

Networking meetings between volunteers will be developed to encourage peer support and share experiences

Expenses

Volunteers will be reimbursed for out of pocket expenses incurred on behalf of Crewe Town Council as long as this has been approved in advance. Receipts will be required

Grievance

The relationship between Crewe Town Council and its volunteers is entirely voluntary and it does not imply any contract. However, it is important that Crewe Town Council is able to maintain its agreed standards of service to those who visit the premises and it is also important that volunteers should enjoy making their contribution to this service. If, in their role volunteering for us, a volunteer does not meet with our standards, their case will be dealt with in the same manner as a paid member of staff

If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Town Clerk

Volunteer Agreement

This volunteer agreement describes the arrangement between Crewe Town Council and you. The Town Council wishes to assure you of our appreciation of you volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding

Purpose of the Role:

Possible Tasks:

Part 1: The Organisation

What you can expect from Crewe Town Council (CTC):

Induction and Training

Crewe Town Council will provide you with:-

* An introduction to the project and your volunteering role within it
* Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
* A named contact who will supervise your volunteering and with whom you can discuss your work
* Personal liability insurance to cover you while you are fulfilling authorised volunteer work
* Injury insurance for injuries incurred while you are fulfilling authorised volunteer work
* Reimbursement of any specific expenses incurred for Crewe Town Council which has been previously approved, with receipts where possible

Supervision, Support and Flexibility

* To explain what will be required and to encourage and support you in your volunteer work
* To provide a named person who will meet with you regularly to discuss your volunteering role, your successes and problems you may have
* To help develop your volunteering role with us

Health and Safety

* To provide adequate training in support of our health and safety policy

Complaints or Issues

* To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteering coordinator in the first instance or the managing member of Crewe Town Council staff if the issue is with your coordinator

Part 2: The Volunteer

What Crewe Town Council expects from you:-

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with your needs. If, for any reason, you will not be attending a previously agreed volunteering session, Crewe Town Council would be grateful if you could let other volunteers and the volunteer coordinator know via telephone or email so that a substitute can be found or different arrangements can be made. If Crewe Town Council has no work for you, you will be informed as soon as possible

Crewe Town Council expects you:-

* To perform your volunteering role to the best of your ability
* To follow the organisations policies and procedures and standards including Health and Safety and Equality and Diversity
* To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information which you must respect this confidentiality and not disclose this information except where required to do so by law
* To be aware of the importance of safeguarding policies and procedures and to always discuss any safeguarding concerns with your volunteer coordinator or a member of Crewe Town Council staff
* To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible

Ideas

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your volunteer coordinator

Termination

Either you or the organisation can terminate this agreement with or without notice at any time

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party

|  |  |
| --- | --- |
| Name | Position |
|  |  |
| **Signed:** | Date: |
| Volunteer |

|  |  |
| --- | --- |
| Name | Position |
|  |  |
| Signed: | **Date:** |
| Crewe Town Council |

After School Clubs

Report to Community Plan Committee

Monday 4th November 2019

For the last six years, YMCA Crewe have delivered a number of After School Clubs for children of mixed ages from nine upwards. The Clubs occur once a week during term time and is hosted in the different locations to keep it local to the children who attend

Each Club attracts up to 16 – 2 – children every week. It provides the following activities:-

* Fun activities such as arts and crafts;
* Emotional support and engagement. Addressing the particular issues children face through different sessions and messages delivered through different activities to make them attractive and interactive. This can be things like healthy eating, teamwork, personal care, etc.;
* A small range of healthy nutritious snacks each week;
* One on one support when needed;
* Additional holiday activities in the summer;

The Clubs are delivered by staff who are trained in safeguarding, are fully DBS checked and have a lot of experience of working with children and vulnerable people. Every week, there is a feedback period in which staff discuss any emerging needs that may trigger additional support from other services. We are well connected with public services to take forward and support children and families when needed

The Club was funded by Cheshire East Early Help grant, which was cut completely last year. We have managed to fund the Clubs throughout 2017 / 2018 and some of 2019 through donations, however we face the challenge of keeping it afloat both now, and in the future

The Clubs operational costs amount to just under £7,500 per year which includes staffing, venue hire and project costs

The YMCA Vision for our Clubs

The purpose of the Clubs (we have another five across estates in Crewe) is:-

* ***Activities***

To provide activities for children in the areas where they live;

* ***Presence***

To be a solid and consistent presence on estates as children make the transition from 9 years of age to leaving school;

* ***Partnerships***

To refer and support children and families who need additional (step up) support from public services;

* ***Organic growth***

To develop further activities on estates that emerge from our contact with children and families (so far this has meant three Parenting Groups on estates, Holiday Activities, Tutoring sessions, Family Fun Days – it may mean different things in different areas);

Our vision is to see a *‘spine’* of activities in each needy area in Crewe so that we remain and support children as they make critical transitions in their lives towards young adulthood

The focus of Clubs and their activities are based on the transitions children make:-

* **BASE** for 9 – 11 year olds

Making the transition from junior to high school;

* **CONNECT** for 12 – 14 year olds

The transition to early adolescence;

* **FUSE** for 15 year olds +

Preparing to leave school;

It needs to be said that we are very flexible around the Clubs in each area and the allocations above are designed to show our vision of longer term engagement and focus rather than simply having 3 Clubs in each area

Below is a very rough picture of the model we work to as much as we can, and when we can afford to:

The YMCA Crewe Model

**BASE**

**(9 to 12 year olds)**

*Transitioning to*

*high school*

**CONNECT**

**(12 to 15 years)**

*Transitioning to early adolescence*

**FUSE**

 **(15 years+)**

*Transitioning from school to work or training*

**Proposed Draft Budget**

**Community Plan Committee Meeting**

**Monday 4th November 2019**

**Financial Year 2020 / 2021**

|  |  |
| --- | --- |
| Amount | Activities and Projects |
| £7,500 | Civic Budget |
|  |  |
| £1,000 | VE Day |
|  |  |
| £10,000 | Homeless Destinations Worker(commitment was made to part fund this post at this level until 2020 / 2021) |
|  |  |
| £6,000 | Tree of Light  |
|  |  |
| £50,000 | Grants Scheme |
|  |  |
| £20,000 | Chalk It Up |
|  |  |
| £15,000 | Community Asset Support / Sustaining the Vision for Crewe Network |
|  |  |
| £10,000 | Bereavement Projects |
|  |  |
| £15,000 | Health and Wellbeing Projects |
|  |  |
| £15,000 | Families and Early Intervention Projects |
|  |  |
| £15,000 | Social Isolation Projects |
|  |  |
| **£164,500** | **Total** |