

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Pat Wilkinson 24 Fen Road Newton in the Isle PE13 5HT Tel: 01945 870271

Email: parishclerk@newtonintheisle.org.u

To all Councillors:

You are hereby summoned to attend a meeting of the Newton in the Isle Parish Council to be held on Tuesday 14^h May 2019 at 7pm in the Village Hall for the purpose of transacting the following business.

AGENDA

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576

1. Apologies
- 7.00 2. Annual Meeting Standing Items
 - a) Election of Chairman and delivery of Chairman's acceptance of office
 - b) Election of Vice Chair delivery of Vice Chairman's office
 - c) Completion of register of members interest forms of office
 - d) Review of terms of reference of the Planning Committee confirmation of membership for the municipal year
 - e) Review of allocation of portfolio responsibilities.
 - e) Review of inventory of land and asset
 - f) Review of council's subscription to other bodies
 - g) Review of council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 7.30 3. Public Forum (10 minutes)
- 7.40 4. Mr Nunn – Future for Woadmans Public House
- 8.00 5. Chairman's Announcements
- 8.05 6. Minutes of previous meeting
 - a) Matters arising
 - b) Minutes of April 3rd Planning meeting
 - c) Minutes of May 1st Planning meeting
- 8.10 7. County and District Councillors Reports
 8. Police Matters- Helen Norton-Smith March/April
- 8.20 9. Reports for information previously circulated
 - a) Highways – Cllr Clark
 - b) Village Hall - Cllr Gibbs

Signed by clerk Pat Wilkinson

- c) Playing Field Update – Cllr Gibbs
- d) Correspondence Clerk

8.30

10. Finance

- a) Approval of payments/ account status
- b) Confirm arrangements of insurance cover
- c) Financial Report (previously circulated)
- d) Internal Audit Report 2019 and recommendations
- e) Reserve Account
- f) Approval of Certificate of Exemption
- g) Approve Annual Governance Statement
- h) Approve the Accounting Statement

8.50

11 Items for Decisions

- a) Councillor nominations for vacancies
- b) Play equipment inspection report – Cllr Wilkinson
- c) Play equipment annual inspection
- d) Cllr. to check play equipment for May/June
- e) Code of conduct policy approval
- f) Equal Opportunities Policy approval
- g) Safeguarding Adults Policy approval
- h) Replacement laptop

9.00

12. Confirmation of date and time of next Council meeting Tuesday July 9th at 7pm.

NB: Please consider nominations for Chairman and Vice Chair

Signed by clerk Pat Wilkinson

NEWTON IN THE ISLE

PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12th March 2019

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576.

The full council meeting convened at 7.50pm following the Parish Assembly

Present

Cllr's D Gibbs, R Moore, J Hoyles G Wilkinson, D Smith, S Clark and Cllr S King

Apologies

Cllr C Seaton.

130/19 Chairman's Announcements.

Chairman had attended some a number of meetings. Metal detectors had been used on the playing field and advice had been given that this was not permissible on Parish Council land. A pollution incident was being investigated by the Environment Agency. The hedge surrounding the BT exchange on the High Road had been cut.

131/19 Minutes of Previous Meeting

a) Minutes of the Council meeting held on 16^h January 2019 were approved as a true record and signed.

b) No matters arising

c) Minutes of the Planning meeting held on January 22nd were approved and signed as a true record.

Planning applications submitted for the old school site had been rejected.

132/19 County and District Councillors Report

Cllr King was to investigate the repair to the damaged Black Dyke bridge He also stated that the LHI Bid for the Speed monitor had been approved. however the delivery could be a while.

133/19 Police Matters

No crimes shown on the monthly police report for Newton. However a large number of snowdrops had been stolen from premises in the village. A Councillor queried if the villages would benefit from the 12% increase in policing. Chairman would contact the Police Commissioner by email to query what extra support the villages would receive.

134/19. Reports

a. Highways

Cllr Clark continued to monitor and report potholes, these were being dealt with within a few days. Some concerns regarding the fencing near Thulborns on Roman Bank ,Cllr Gibbs would contact the Highways Department, gravel also seems to be spreading onto the highway and causing problems.

The pavement near Chartwell House may need attention following completion of the new builds. Cllr Gibbs would contact Highways Department..Clerk reported what appeared to be asbestos sheeting on track off Fen Road. Also a number of tyres had again be dumped at Fitton End.

b) Village Hall

The report circulated prior to meeting .The fish and chip van may be relocated every Wednesday to

the High Road during the Summer. Mr Smith was to discuss his site as an alternative with the owner of the Fish and Chip van.

The Sunday lunches had proved very successful and had made a profit of £2,188. over the six meals. The Village Hall Management Committee had highlighted that the Village Hall kitchen needed updating. A grant of £4,000 had been awarded to Newton Village Hall by the Grange Windfarm Trust towards the kitchen refurbishment. A Spring quiz had also raised £150 with talks planned during the year.

c) Correspondence

Members Services- Enforcement Officers appointed on a 2yr contract

Rural Services Network News

Rural Bulletin

CAPALC Bulletins

Town and Country Newsletter

Fenland Neighbourhood Policing Team Monthly Reviews for Jan/Feb.

Town and Parish Council Planning meeting date change 11 March

Cambridgeshire County Council views on facilities for older people

RoSPA playground annual visit- date April

One Stop Shop to move to Boat House Wisbech

Chairman Invitation to Civic Service 10th March

Election Poster for interested persons in becoming a Cllr, meeting March 28th at Fenland Hall March

Internal Auditor by Dianne Holland expected visit April 29th

135/19 Finance Report

a) Business / Reserve a/c – £13014.73

Community a/c £8627.74

Invoice paid to Turner Roofing Contractor for Village Hall roof repair £547 as approved at Council meeting on January 16th 2019 agenda item Village Hall123/b, £656.40 including £109.40 VAT. paid on Feb 19th cheque no 100616

To approve payment of Village Hall rent for March Council meeting £20, cheque number Cheque number 100617

To approve payment of LGS Services Payroll for year at £33.00 including £5.50 vat. Cheque number100618.

Total expenditure since January .£709.40

No income had been received since the January meeting.

Community account now stands at £7918.34 (all invoices taken into account)

i) Resolved to approve payment of three invoices totalling £709.40 Cllrs agreed to payments

b) Budget for 2019/20 circulated, with an expected carry forward of £5,016.00 at the end of this financial year, and with the addition of £1,000 from Reserve account if approved.

c) Reserve Account

£6000 set aside to comply with Reserve Statement for any unforeseen expenses plus an additional £1200 lighting costs unknown.

£1000 set aside for LHI bid for 2018/19 no longer required if agreeable to transfer to Community budget 2019/20

Street lighting allocation £4800 to remain in Reserve Budget to accrue interest until required when it will be transferred to Community Budget (see included in 2019 budget Lighting upgrade).At present the Reserve Account stands at £12014.73 not including the £1000 if approved to be transferred. Cllrs agreed transfer of £1000

ii) Resolved to approve transferred to Community Budget from Reserve account the sum of £1,000 Cllrs all approved.

iii) Resolved to approve transferred to Community Budget from Reserve account the sum of

£4800 when required for street lighting, Cllrs all approved

136/19 Items for Decisions

a) Handyman Update.

Following the interview of one applicant it was agreed following approval of the Council to appoint Mr Robinson as a self employed Handyman two hours per fortnight. Duties to include the maintenance of the grass areas opposite Boars Farm on the High Road and the area opposite the junction of Fen Road and High Road. During the winter months other maintenance would apply.

iv) Resolved to approve the appointment of Mr Robinson as a self employed Handyman for one year initially at four hours per month approved by all Cllrs.

b) Playing Field Update

Cllr Gibbs suggested a concrete bench for the field on completion of playing field work.

Following receipt of grant. This was agreed when funding was available.

Also it was suggested that some outdoor gym equipment be considered. Cllr Gibbs would approach Fenland for a grant from their Healthy Fenland Fund.

A letter would be sent to the residents of properties that backed onto the field to inform them that some work may eventually be undertaken regarding the drain, but they would be kept informed of any progress.

c) Play Equipment Inspection Report

Cllr Wilkinson stated that the Roundabout had been greased by Mr Webb and was now working well. All other equipment was in order.

d) Cllr Wilkinson agreed to continue to check play equipment for March / April.

e) Re adopt Governance and Management Risk Assessment Register.

This document was circulated prior to the meeting. It was discussed and no changes were considered necessary, it was therefore re adopted.

v) Resolved to readopt the the Governance And Management Risk Assessment Register. All Cllrs approved.

137/19 Dates of meetings for 2019/20

2019

Tuesday 14th May AGM

Tuesday 9th July

Tuesday 10th September

Tuesday 12th November

2020

Tuesday 14th January

Tuesday 10th March Parish Assembly

The Chairman thanked Cllr D Smith for all his assistance during his time in office, and expressed best wishes in his move to Leverington.

Meeting closed at 9.20pm

NEWTON IN THE **ISLE**

PARISH COUNCIL

Parish Council Planning meeting to be held on Wednesday 3rd April 2019 at 7pm in the village hall

1. Present

Cllr.s J Hoyles, R Moore, G Wilkinson and D Gibbs.

2. Reserved Matters application relating to detailed matters of access, appearance, landscaping, layout and scale pursuant to outline permission (F/YR17/1167/O) for the erection of a dwelling (outline application with all matters reserved) at Land South Of Churchill Lodge Roman Bank Newton-In-The-Isle Cambridgeshire

The plans were studied and as the Cllrs had no issues with the planning application. The clerk would send in the comments of no issues to the Planning Department.

NEWTON IN THE **ISLE**

PARISH COUNCIL

Parish Council Planning meeting to be held on Wednesday 1st May 2019 at 7pm in the village hall

1. Present

Cllr.s J Hoyles, R Moore, G Wilkinson .

2. An application for planning permission has been received in respect of the erection of an agricultural building at Lodge Farm Sutton Road Four Gotes Cambridgeshire PE13 5PL ref: F/YR19/0281/F
The plans were studied and as the Cllrs had no issues with the planning application. The clerk would send in the comments of no objections to the Planning Department.

Meeting closed at 7.08pm

Agenda Item No.	9(b)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	14 th May 2019	
Report Title	Village Hall	

1. Purpose of Report

To update members on recent activities at the Village Hall.

2. Key Issues

The Village Hall charity's financial year ended on 31st March. The accounts show income of £6,664.35 and expenditure of £6,050.00, leaving a small surplus of £614.35. This is the second consecutive surplus after only one in the previous seven years and is due entirely to the Sunday Lunches, which have contributed over £3,400 to the last two years.

During the year there were 137 bookings, totalling over 300 hours, with nearly 2700 attendances. This is a slight reduction on the previous year. Of these events, 47 were organised by the Village Hall Management Committee.

The Committee has submitted an application to the National Lottery Awards for All for £10,000 towards the kitchen refurbishment project. The result of this application should be known in early July. If it is successful, the hall will be closed for four weeks to enable the work to be completed during the quieter summer months. This is the only time of year when it is feasible to close the hall without disruption to our users, so failure to secure the necessary funding will result in a delay of twelve months.

Plans are afoot for several fundraising activities over the coming months, including outside speakers giving talks. With one election already in the bag, a second on the way and the potential for at least one more later in the year, bookings income is looking stronger this year. With the support of the National Lottery, we will be in a position to consider many new opportunities to raise funds and support the community. Fingers crossed!

3. Recommendations

Members note the report of the recent endeavours of the Village Hall Management Committee.

Report Author	Cllr Dave Gibbs
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NEWTON IN THE ISLE

PARISH COUNCIL

Agenda Item No 9d

Meeting Date Tuesday 14th May 2019

Report Title Correspondence

Purpose of Report

- a) Correspondence sent on to Cllrs via email

1. Key Issues

a) Correspondence

Members Services
Rural Services Network News
Rural Bulletin
CAPALC Bulletins
Town and Country Newsletter
CCC Lighting Satisfaction Survey
Acre Local Council Survey
Rospa Playground Report

- 2. **Recommendations** The Parish Councillors note the report

Agenda Item No.9(e)

Meeting Date 14th May 2019

Report Title

Trees

1. Purpose of Report

An update on Village Tree issues since the last meeting.

2. Key Issues

Due to the timing of the Parish council Annual Budget, and the green light to go ahead with the tree project, the season has changed and as a result of this the trees will not be dealt with for several weeks.

As soon as the Tree Surgeon feels the time is right he will commence work on all the trees already listed.

3. Recommendations

The Parish Council notes the report.

Agenda Item No.9(f)

Meeting Date 14th May 2019

Report Title

Village Handyman

1. Purpose of Report

An update on Village Handyman issues since the last meeting.

2. Key Issues

The Village Handyman (Eddie) is now in place and has started tidying up the areas around the benches on the High Road. At this stage it is mainly getting the grass under control, and then he will be tidying up the hedges and surrounding areas as necessary.

He will also assist with the new planters to be put in place by the benches by the Street Pride group in the near future, if required.

3. Recommendations

The Parish Council notes the report.

NEWTON IN THE ISLE

PARISH COUNCIL

Agenda Item No 10a/b

Meeting Date Tuesday 14th May 2019

Report Title Finance

1. Purpose of Report

Approval of payment of invoices and approval of Insurance quote.

2. Key Issues

Business / Reserve a/c – £12021.22

Community a/c £8918.34 at end of March 31st 2019. Carryforward was more than expected due to £1000 transferred from Reserve for LHI Bid and no street lighting costs for 2018.

Invoices received for approval of payment including Zurich Insurance quote also including new noticeboard

One year £723.09

3 years – 1st year £696.28

5 years – 1st year £670.69

Payment for 3 year plan ending 2018. £657.24

Rospa Play Safe £103.20 including 17.20 vat

E Robinson Handyman 3 hrs at £10 = £30.

MAS Seeds Wildflower seeds £415.35 including £69.20

Clerk salary for Jan to March £479.72 admin expenses £39.04 = £518.76

Tax £64.60

Drainage Board £40.43

Village Hall hire for meetings - 2 Planning +1 PC meeting £40

Total payments excluding Zurich Insurance £1212.34

Income since March 31st £9119.26

½ year Precept £6500

Vat refund for 2018/19 £619.26

WindFarm Grant for Playing field £2000

Community account stands at £18037.60 including income but before deduction of payments

Reserve account

£6000 set aside to comply with Reserve Statement for any unforeseen expenses

Street lighting allocation Cat2 of £4800 to remain in Reserve budget to accrue

interest until required when it will be transferred to Community account

(see included in 2019 budget Lighting upgrade).

This would leave unallocated £1200 with interest of 21.22 gives a total in reserves of £12021.22

3. Recommendations

Approve payment of invoices and approve Zurich Insurance Quote

Agenda Item No.	11 (f) and (g)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	14 th May 2019	
Report Title	Equal Opportunities and Safeguarding Policies	

1. Purpose of Report

To re-adopt the Council's Equal Opportunities Policy and to adopt a Safeguarding Policy in respect of vulnerable adults.

2. Key Issues

At the March meeting, members agreed to approach the Healthy Fenland Fund for a grant of up to £5,000 towards the cost of installing outdoor gym equipment in the Playing Field. The Healthy Fenland Fund is administered by Cambridgeshire Community Foundation on behalf of Care Network and Cambridgeshire County Council. Cambridgeshire Community Foundation requires all applicants to submit an equality policy and a safeguarding policy as a condition of funding.

Newton Parish Council adopted an equal opportunities policy in January 2011, but does not have a safeguarding policy. The County Council's Adult Services department has produced a template for a safeguarding policy for organisations that have limited contact with vulnerable adults.

In order to satisfy the funder's requirements, the equal opportunities policy has been updated to reflect the change in the council's name and is attached for re-adoption. A safeguarding policy, using the County Council template is also attached for adoption.

3. Recommendations

Members adopt:-

- a) the updated Equal Opportunities Policy; and
- b) the new Safeguarding Policy.

Report Author	Cllr Dave Gibbs
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NEWTON-IN-THE-ISLE PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY STATEMENT

Newton-in-the-Isle Parish Council (the Council) acknowledges that the United Kingdom is diverse in culture race beliefs and religion and believes that no individual or group of people should receive less favourable treatment on the grounds of gender, age, colour, race, nationality, racial or national origins, cultural heritage, disability, marital status, social background, sexual orientation or geographical location. The Council acknowledges that members of these groups are often under-represented, exposed to prejudice and stereotyping, and suffer various disadvantages with our society.

The purpose of this Policy Statement is to set out clearly and fully the positive action that the Council intends to take to combat direct and indirect discrimination in employment policy, management of the organisation, relationships with other bodies, and the services it provides to the community, community organisations and individuals.

The Council is committed to providing equality of opportunity in all areas of its work. It aims to overcome discrimination on the grounds mentioned above. The Council recognises that positive steps need to be taken to ensure equality of provision in areas of representation, service provision, membership and access and will take action to make this policy effective.

The Aims of THE COUNCIL:

- Our aim is to ensure that we become aware of discrimination and the problem it causes.
- The Council will challenge practices legislation and institutions which seek to discriminate against or deny the rights of individuals or groups in any form.
- The Council will seek to take positive action to address the inequalities in our society.
- The Council is committed to the equal opportunities policy set out in this document and will work to develop improve and monitor it.
- The Council will invite comments and complaints about actions or omissions which contravene its Equal Opportunities Policy Statement and/or the Aims of the Committee as set out above. Such comments and complaints will be thoroughly and impartially investigated under the procedure outlined below.
- The Council will display on its Notice Board details of how comments and complaints can be expressed. Such comments or complaints will be referred to the Chairman, who will within seven days of receipt make arrangements for the matter to be investigated by a panel of not less than three Councillors. That Panel will make a report to the Council, including recommendations as to any action which may be required to improve the Council's performance under this Policy.

THE EQUAL OPPORTUNITIES POLICY AND CODE OF PRACTICE

Legislation

The Council acknowledges the definitions of various groups of people who are vulnerable to discrimination as set out in the relevant legislation. The Council will support and implement the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully, and that any positive obligations and duties are performed.

The Council gives the following specific commitments:

- Disability. The Council recognises that the legislation applies to persons who are not apparently disabled or ill.
- Age. The Council believes that people of all ages have skills experiences and ideas which are equally valid, and have valid needs expectations and aspirations.
- Ethnic Minorities. The Council will be alert to any implications of its services and actions for potential unlawful discrimination. The Council will challenge racism in any form.
- Gender and Sexual Orientation. Sexist policies, practices and attitudes (including policies practices and attitudes which may relate to sexual orientation and gender re-assignment) will be challenged.
- Religion and Belief. The Council endorses the right of each individual to their own religious beliefs or the absence of a belief.

THE CODE OF CONDUCT

1. People will be treated with dignity and respect regardless of the group to which they belong.
2. The feelings and views of people will be valued and respected. Language or humour that people find offensive will not be used or tolerated, e.g. racist jokes or derogatory terminology.
3. No one will be harassed abused or intimidated on the ground that they belong to a vulnerable group. Incidents of harassment will be taken seriously, and The Council will undertake investigations of any complaints quickly impartially and thoroughly.

THE COMPLAINTS PROCEDURE

1. The Council will display on its Notice Board details of how comments and complaints can be expressed.
2. Such comments or complaints will be referred to the Chairman, who will acknowledge within seven days.
3. Within that time. The Chairman shall make arrangements for the matter to be investigated by a panel of not less than three Councillors. The Chairman may arrange for the investigation and consideration of the complaint to be supported by an external specialist adviser if he deems it appropriate to do so.
4. The Panel will consider the complaint and may call for further investigations. When they are satisfied they have all relevant information, they will make a report to the Council, including recommendations as to any action which may be required to improve The Council's performance under this Policy.
5. The complainant will receive a formal response. The Council will aim to respond within six weeks of receipt of the complaint and, if this cannot be achieved, will inform the Complainant and give an explanation for the delay.

Adopted January 2011
Re-adopted May 2019

Newton-in-the-Isle Parish Council

Safeguarding Adults Policy and Procedure

The aim of this policy is to ensure the safety of adults accessing **Newton-in-the-Isle Parish Council** services.

Newton-in-the-Isle Parish Council when working with adults will ensure that they will:

- Promote their health and welfare.
- Respect and promote their rights.
- Work in a way which safeguards the wellbeing of each adult and protect them from abuse and neglect.
- Take appropriate steps if they became aware of any signs / incidents of abuse and neglect.
- Ensure group members and volunteers are not expected to be alone or left unsupervised with adults who may be at risk, or to attend to their personal care needs.

Policy Aims

- To promote good practice and ensure that volunteers are able to work in a environment where there is irregular and low intensity contact with adults with confidence
- To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating volunteers
- To allow volunteers to make informed and confident responses to specific Safeguarding Adults issues
- Monitor the level of contact with adults at risk to ensure that the contact is infrequent and of low intensity and below the threshold of DBS check requirements
- To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

To achieve this, the board will appoint a named person responsible for this policy. That person is the Clerk, Mrs Patricia Wilkinson.

They will:

- Ensure that the welfare of adults at risk is given the highest priority by the organisation, its management and volunteers
- Promote good practice and ensure that volunteers are able to work with adults at risk with confidence
- Ensure that this Practice Guidance and Procedures is enacted and monitored including the briefing, training and gathering feedback from volunteers
- Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels.
- Act as the main contact for disclosing information around safeguarding adults at risk concerns
- Ensure that the concerns of adults at risk are heard and acted a upon
- Be responsible for reporting incidents or concerns to appropriate authorities

- Attend appropriate training relevant to the level of engagement with adults at risk to ensure all staff/volunteers remain up to date with current practice and legislation
- Ensure volunteers have access to further appropriate information
- Where appropriate, sign up to Cambridgeshire County Council's Safeguarding Adults Policy and Procedures

Newton-in-the-Isle Parish Council will follow practice laid out in Section 42 – 46 of the Care Act 2014. This will be achieved by following the guidance and procedures found at:

- Cambridgeshire County Councils Safeguarding Policy and Procedures
http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures
- Cambridgeshire County Councils Policy guidance for voluntary and community organisations
http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures/2

Newton-in-the-Isle Parish Council is committed to supporting the right of adults at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire County Councils Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

We think that:

- **SAFEGUARDING IS EVERYBODY'S BUSINESS** - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the adult at risk comes before anything else – our group, other service users, our colleagues and the person's friends and family.
- **DOING NOTHING IS NOT AN OPTION** - If we know or suspect that an adult is being abused, we will do something about it. **We will report to:**

Customer Services

Cambridgeshire County Council
PO Box 144
St Ives
PE27 9AU

Tel: 0345 045 5202

Email: referral.centreadults@cambridgeshire.gov.uk

In an out of hours emergency: The Emergency Duty Team on 01733 234 724

Signature of chair:

Date of signature/ratification of policy (or what date was this policy adopted by the committee)

Date that next review is due: May 2020

Date policy reviewed:-

Guidance Notes

Safeguarding Adults aims to:

- Stop abuse or neglect wherever possible
- Prevent and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned address what has caused the abuse or neglect

Who is an adult at risk?

Some adults are more at risk of being abused than others, such as:

- older people
- people with a visual or hearing impairment
- people with a physical disability
- people with learning disabilities or mental health problems
- people living with HIV or AIDS who have care and support needs

Local Authorities have safeguarding duties which will apply to an adult who:

- **has needs for care and support (whether or not the local authority is meeting any of those needs), and**
- **is experiencing, or at risk of, abuse or neglect; and**
- **as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.**
(Section 42 -The Care Act 2014)

How to spot if an adult is at risk?

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at

their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

What should you do?

The Cambridgeshire County Council takes its safeguarding responsibilities very seriously and is committed to dealing with all aspects of abuse or neglect. If you are concerned that any adult at risk is experiencing abuse or neglect please contact Customer Services.

Once you contact Customer Services they will refer your concerns to the most appropriate health or social care team, who will then be able to review the concern raised.

You should always expect a call back within 48 hours to let you know that the concern has been received. In some instances if you have reported a concern on another person's behalf, you may not be entitled to know what else is being done to support that person.

If you are concerned about the referral you have made contact Customer Services.