NOTICE OF MEETING: Community Services Committee
TIME: 6.30pm
DATE: Tuesday 4 September 2001
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely
COMMITTEE OFFICER: Janis Murfet  EXTENSION: 6282

Liberal Democrat Members
Councillor Hazel Williams (Ch)
Councillor Jack Waterfall (V-Ch)
Councillor James Fitch
Councillor Simon Higginson
Councillor Valérie Leake

Independent Members
Councillor John Palmer
Councillor Philip Warren
Councillor Andrew Wright

Labour Members
Councillor Cyril Hempstead

Substitute
Councillor Philip Lewis

Substitute
Councillor John Brooks

Substitute
Councillor Anne Tuite

Lead Officer: Ray Harding

QUORUM: 4 Members

AGENDA

1. Public Question Time
   The meeting will commence with up to 15 minutes public question time

2. Minutes – 10th July 2001

3. Apologies and Substitutions

4. Corporate Plan Update

ITEMS FOR DECISION/RECOMMENDATION – PUBLIC

5. The Establishment of Primary Care Trusts (PCTs) in Southern Cambridgeshire (3-5)

6. Child Protection Policy (6-34)

7. Sports Development Strategy (35-42)

8. Lottery Community Fund Consultation (43-45)

9. Community Projects Grants Scheme Major Schemes (46-50)

10. CCTV (51-53)
ITEMS FOR INFORMATION – PUBLIC

11. Grants Offered Under Officer Delegated Powers (54)

12. Notes of the Meeting of the Maltings Review Working Group held on Thursday 14th June 2001. (55-57)
THE ESTABLISHMENT OF PRIMARY CARE TRUSTS (PCTs) IN SOUTHERN CAMBRIDGESHIRE

Agenda Item No. 5

To: Community Services Committee

Date: 4th September 2001

From: Deputy Chief Executive

1.0 ISSUE

1.1 For Members to consider the arguments for the establishment of PCTs in Southern Cambridgeshire and to make their recommendations to the Cambridgeshire Health Authority.

2.0 RECOMMENDATIONS

2.1 For Members to support option one; to establish three Primary Care Trusts following the boundaries of the current three PCGs, resulting in a stand alone PCT for East Cambridgeshire.

3.0 COSTS

3.1 There are no costs for the District Council associated with this report.

4.0 OPTIONS

4.1 The Government's White Paper "The New NHS Modern and Dependable" published in 1997 established Primary Care Groups (PCGs) as sub-committees of Health Authorities. Their role was to improve the health of their local population, develop primary care and community services and commission hospital and community services to address ill-health. In Cambridgeshire, PCGs were set up coterminous to District Council boundaries.

4.2 Primary Care Trusts (PCTs) are the next stage of development for PCGs and are freestanding bodies like other NHS Trusts and retain all the responsibilities of the PCGs. In addition, they have greater freedom and flexibility in that they can:-

- Directly employ staff who provide community health services;
- Streamline primary and community services;
- Own premises and land;
- Pool budgets in line with provisions in the Health Act 1999.

4.3 In April 2000, Fenland PCG, South and North Peterborough PCGs became Primary Care Trusts. Huntingdonshire PCG became a PCT in April 2001. The only remaining PCGs to move forward to Trust status are Cambridge City, South and East Cambs PCGs.

4.4 Cambridgeshire Health Authority have identified the following three options for southern Cambridgeshire:-

**Option 1**  Three PCTs:  
1. Cambridge City PCT  
2. East Cambridgeshire PCT  
3. South Cambridgeshire PCT

**Option 2**  Three PCTs:  
1. Cambridge City PCT  
2. South Cambridgeshire PCT  
3. East Cambridgeshire and Fenland PCT
Option 3 Two PCTs: 1. Cambridge City PCT 2. East and South Cambridgeshire PCT

4.5 A letter accompanying the consultation document states that the Health Authority's preferred option is option 2 with an amendment in relation to the Bottisham practice. This would result in East Cambs PCG being merged with Fenland PCT but the Bottisham practice would be part of the new South Cambs PCT.

5.0 ARGUMENT

5.1.1 Option 1

The advantage of this option is that it would allow the current PCG, based in Ely, to develop into a PCT with coterminous boundaries with the District Council. It would ensure that the significant partnership work set up in the past 18 months could continue between both organisations. This partnership has been significant towards advances in health promotion work outlined in the joint PCT/District Council local health Improvement Plan launched in April 2001.

5.1.2 A further advantage is that the Princess of Wales Hospital would be under the direct control of a locally based Primary Care Trust, which would have the benefit of the involvement of local people.

5.1.3 An East Cambs PCT would only need to work with one Local Strategic Partnership (LSP) in drawing up a Community Plan and one division of the Cambridgeshire Constabulary, Southern Division, in their work as part of the Community Safety Partnership.

5.1.4 The arguments against this option concentrate on the size of an East Cambridgeshire PCT. When PCGs and PCTs were proposed in 1999 it was anticipated that they would serve populations of around 100,000. Since their establishment the average size nationally is approximately 151,000 and this is anticipated to increase to an average population size of 185,000. An East Cambs PCT would have a population of 73,000 if established today increasing to 81,300 by 2008. This figure is seen by the Health Authority to be too small a population to sustain a PCT.

5.2 Option Two

5.2.1 This is the Health Authority's preferred option. The Health Authority set out the arguments for this and other options in the consultation document and a summary of this is provided at Appendix A. This option creates an East Cambs/Fenland PCT.

5.2.2 A significant number of East Cambs residents (8,564) are registered with practices in Newmarket and fall under Suffolk PCT. Similarly 2,777 of residents of South Cambs DC are registered with practices in East Cambs. These 'populations of interest' provide a natural focus for organisations to work together as they have a shared interest in improving health and access to health services. In contrast no residents of East Cambs DC are registered with Fenland Practices, with 103 residents of Fenland being registered with East Cambs practices. The population of interest figures demonstrates quite clearly the natural population flows that take place in and around East Cambs. In terms of shared agendas around populations of interest it would appear that East Cambs has stronger links with South Cambs than Fenland.

5.2.3 A further argument against this option is the secondary care services. The majority of East Cambs residents attend Addenbrookes, Hinchingbrooke and West Suffolk, whereas Fenland patients use King's Lynn and Peterborough. This would mean that although this larger PCT would attract more resources it would have to commission services from four rather than two hospitals who will all be looking to secure additional funding to meet growth.

5.2.4 The amendment to this option of the Bottisham practice being part of the South Cambs PCT would lead to difficulties for health improvement work for the District Council, particularly in terms of community planning and multi-agency working.

5.2.5 The rural nature of both Fenland and East Cambs is sited as an advantage by the Health Authority. However, the sheer geography of this new PCT would be enormous with poor transport networks across
both districts. For local people to participate in this new PCT they may have to travel up to (x) miles to attend meetings in Wisbech.

5.3 **Option Three**

5.3.1 This option of an East and South Cambs PCT shares many of the disadvantages of Option Two. One advantage, however, is that residents in both districts generally use Addenbrookes and Hinchinbrooke which would aid the commissioning of services. A further advantage is that a number of residents are registered as patients in South Cambs and this option would resolve many of the difficulties of the Bottisham practice.

6.0 **CONCLUSIONS**

6.1 The strong links forged between the District Council and East Cambs PCG and the ongoing partnership work mean that option one of a stand alone PCT for East Cambs is the best option for the Council and local people. It will allow residents to help shape their health services at a local level and will ensure that health is a local partner in the community planning process. A larger PCT with either Fenland or South Cambs may bring with it economies of scale and more leverage when commissioning services, but it will distance the management of primary services for local people.

6.2 The second preferred option would be for East Cambs PCG to merge with South Cambs PCT (Option 3). Patients in South Cambs generally look to the same hospitals for secondary care and this new PCT could focus on developing these services for local people.

7.0 **BACKGROUND DOCUMENTS**

CHILD PROTECTION POLICY

To: Community Services Committee

Date: 4th September 2001

From: Executive Director (Community Services) / Sports Development Officer

1.0 ISSUE

1.1 To consider the draft Child Protection Policy attached at appendix 1.

2.0 RECOMMENDATION

2.1 Members are recommended:

1. to adopt the attached draft child protection policy for East Cambridgeshire District Council’s Sports Development Programme

2. to agree that the policy be adapted as appropriate for other areas of the Council’s work where officers come into regular/frequent contact with children

3. to agree that the adoption of a similar/analogous policy be a requirement for the receipt of revenue support for all external organisations which deal with children on a regular/frequent basis including ADeC, Sports/Leisure Centres and Ely Museum. The adoption of such a policy also to be a requirement for all relevant applicant’s to the Community Grants (Major) Schemes Programme.

3.0 COSTS

3.1 The primary costs associated with this report relate to the input of office time, all other costs will be absorbed within existing budgets.

4.0 OPTIONS

4.1 Members have 3 options available:

1. Adopt the draft policy as appended

2. Amend the draft and adopt the amended version

3. Reject the draft policy

5.0 DISCUSSION

5.1 As an organisation dealing with young children it is considered essential that the Council has a clear and unambiguous child protection policy for the benefit of the children who attend our activities, the staff who run the programme and the coaches and volunteers who help to deliver the programme.
5.2 The Best Value Inspectorate has been highly critical of a number of authorities which did not have such a policy in place.

5.3 The Cambridgeshire Active Sports Programme which is based at ECDC will be adopting a similarly worded policy.

6.0 CONCLUSION

6.1 There can be no doubt that the adoption of a comprehensive child protection policy for the Council represents good practice and members are commended to take this course of action.

7.0 BACKGROUND PAPERS

7.1 Child Protection File

7.2 Active Sports File
EAST CAMBRIDGESHIRE

SPORT DEVELOPMENT

CHILD PROTECTION

POLICY AND IMPLEMENTATION PROCEDURES

DRAFT

August 2001
Foreword

Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted. Every adult has a legal and moral responsibility to protect the young people and disabled adults in sport from abuse.

East Cambridgeshire District Council is committed to working in partnership with all agencies to ensure that information and training opportunities are available for all staff to guide them in best practice when working with all children, young people and disabled adults. Adopting best practice will help to safeguard young people and disabled adults from potential abuse as well as protecting coaches and other adults in positions of responsibility from potential false allegations of abuse.

This document offers guidelines to everyone in sport – professional and voluntary organisations, to adopt and implement procedures for administrators, coaches, instructors, officials, teachers, parents and young people. We all have a duty of care towards young and vulnerable performers and can help to protect all who work within East Cambridgeshire.

Acknowledgements

East Cambridgeshire District Council would like to thank the Cambridgeshire Active Sport Partnership and Sports Coach UK for their support and guidance.
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1.0 Policy Statement

1.1 Responsibilities

All Professional and Voluntary sporting organisations will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse
- respect and promote the rights, wishes and feelings of young people and disabled performers.
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations
- require staff/volunteers to adopt and abide by the Organisation’s Code of Ethics and Conduct and the Child Protection Policy and Procedures
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

1.2 Principles

The guidance given in the procedures is based on the following principles:

- The welfare of young people, (the Children’s Act 1989 defines a young person as under 18 years of age) and disabled adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone’s responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

Important

*Please note that the term parents is used throughout this document as a generic term to represent parents, carers and guardians.*

*Please note that the term young people also refers to players with disabilities and vulnerable adults.*
2.0 Recruitment, Employment and Deployment of Staff and Volunteers

2.1 Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures should be adopted whether staff are paid or unpaid, full or part-time. Please see information on the Protection of Children Act 1999 in Appendix C.

2.2 Pre-recruitment Checks

The following pre-recruitment checks should always be carried out:

2.2.1 Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- aims of the Organisation and where appropriate, the particular programme involved
- responsibilities of the role
- level of experience or qualifications required (eg experience of working with children is an advantage)
- the District Council’s open and positive stance on child protection.

2.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- a job description including roles and responsibilities
- a person specification (eg stating qualifications or experience required)
- an application form.

2.2.3 Applications

All applicants whether for paid or voluntary, full- or part-time positions should complete an application form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record.
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant’s previous experience of, and suitability for, working with children and young people (previous employer).
- Any former involvement with the sport.
- The applicant’s consent to criminal record checks being undertaken if necessary.
- The applicant’s consent to abide by the Organisation’s Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).
The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the Organisation. A sample is provided in Appendix F.

2.3 Checks and References

2.3.1 The Government is planning to alter the arrangements for criminal record checks in line with the Protection of Children Act 1999. The timescales and process for the implementation of the Act are as yet unknown. Appendix C gives more details on the checks that can currently be carried out in line with the Act, even though employees and volunteers in sport currently fall outside the requirement of the law regarding criminal checks.

2.3.2 A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

2.3.3 Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children:

- In England and Wales: Criminal Records Bureau (CRB)

2.4 Interview and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- their qualifications as a coach/official are substantiated
- they complete a profile to identify training needs/aspirations
- they sign up to the Organisation’s Code of Ethics and Conduct
- the expectations, roles and responsibilities of the job are clarified (eg through a formal or informal work programme or goal-setting exercise)
- child protection procedures are explained and training needs established.

2.5 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

2.5.1 It is recommended that all staff working with children must be up to date, or receive training in the following areas:

- Child protection awareness (eg Sports Coach UK workshop on Good Practice and Child Protection).
- First aid (eg NCF/BRC Emergency First Aid for Sport, St John or St Andrew’s Ambulance First Aid qualifications).
- Sports equity awareness (e.g. Sports Coach UK workshop on Sports Equity)
- If relevant coaches working with Disabled athletes to attend (Sports Coach UK workshop on Coaching Disabled Performers).

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1 Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication Employment Matters and the NCF publication Investing in Coaches – A Guide to Local Coaching Development (both available from Coachwise Ltd on 0113 231 1310).
2.6 Monitoring and Appraisal

At regular intervals (or following a programme), all staff or volunteers will be given the opportunity to receive formal (eg through an appraisal) or informal feedback, to identify training needs and set new goals. The Child Protection Officer / Line Manager should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

2.7 Complaints Procedures

The Council’s complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. Organisations should ensure that parents and young people are aware of the existence of these procedures.

3.0 Promoting Good Practice with Young People

3.1 Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the national governing body (NGB) of sport.

3.2 Good Practice Guidelines

All personnel in sport should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

3.2.1 Good practice means:

- always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment (eg no secrets)
- treating all young people/disabled adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (eg it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
ensuring that at tournaments or residential, adults should not enter children’s rooms or invite children into their rooms
being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
giving enthusiastic and constructive feedback rather than negative criticism
recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
securing parental consent in writing to acting \textit{in loco parentis}, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
keeping a written record of any injury that occurs, along with the details of any treatment given
requesting written parental consent if officials are required to transport young people in their cars.

3.2.2 Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Organisation or the child’s parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

3.2.3 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the performers involved. There is a need to be responsive to a person’s reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a performer
- if he/she seems distressed in any manner
- if a performer appears to be sexually aroused by your actions
- if a performer misunderstands or misinterprets something you have done.
3.3 Code of Ethics and Conduct

The Government produced *Caring for the Young and Vulnerable? Guidance for preventing abuse of trust*, 1999. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

Staff will be required to sign up to the Organisation’s Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive climate in sport
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

3.4 Guidelines for Use of Photographic Filming Equipment at Organised Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions.

**Professional photographers/filming/video operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

**Students or amateur photographers/film/video operators** wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

**All other spectators** wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

**Accreditation procedure**: a system should be adopted whereby a record should be made of the individual’s name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

**Public information**: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

**The recommended wording is:**

*In line with the recommendation in the Organisation’s Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.*

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1 Details on how to obtain a copy of the NCF’s *Code of Ethics and Conduct for Sports Coaches* can be found in Appendix D.
If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

(Adapted and reproduced with the kind permission of the ASA 1999)

4.0 Recognition of Poor Practice, Abuse and Bullying

4.1 Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. East Cambridgeshire District Council should therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person – Youth Sport Development Officer, Executive Director Community Services.

4.2 Poor Practice

Poor practice includes any behaviour that contravenes the Partnership’s Code of Ethics and Conduct which is constituted around the following:

- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development.
- Respect – for example of other players, officials and their decisions, coaches, the rules.

4.3 Abuse

Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

4.3.1 Disabled People

There have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

4.3.2 Race and Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All Partnership organisations

2 Kerr, A (1999) Protecting Disabled Children and Adults in Sport and Recreation. Contact Disability Sport England (Tel: 020 7490 4919)
working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism.

### 4.3.3 Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

- **Neglect** – where adults fail to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development (e.g., failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

- **Physical abuse** – where adults physically hurt or injure children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after (e.g., factitious illness by proxy or Munchausen’s syndrome by proxy). Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance or delay puberty.

- **Sexual abuse** – where girls and boys are abused by adults (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

- **Emotional abuse** – is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children*.

### 4.3.4 Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
• The child describes what appears to be an abusive act involving him/her.
• Someone else (a child or adult) expresses concern about the welfare of another child.
• Unexplained changes in behaviour (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper).
• Inappropriate sexual awareness.
• Engaging in sexually explicit behaviour.
• Distrust of adults, particularly those with whom a close relationship would normally be expected.
• Has difficulty in making friends.
• Is prevented from socialising with other children.
• Displays variations in eating patterns including overeating or loss of appetite.
• Loses weight for no apparent reason.
• Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five.)

4.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

4.4.1 Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

4.4.2 Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools, research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

4.4.3 Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

4.4.4 The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

• a parent who pushes too hard
• a coach who adopts a win-at-all costs philosophy
• a player who intimidates inappropriately
• an official who places unfair pressure on a person.

4.4.5 Bullying can include:

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1 Research by Sheffield University, reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week.

2 The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.
• Physical: eg hitting, kicking and theft.
• Verbal: eg name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
• Emotional: eg tormenting, ridiculing, humiliating and ignoring.
• Sexual: eg unwanted physical contact or abusive comments.

4.4.6 The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

5.0 Responding to Disclosure, Suspicions and Allegations

5.1 Introduction

False allegations of abuse do occur. However, if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

5.2 Responding to Disclosure

5.2.1 Actions to Take

The person receiving information concerning disclosure should:

- react calmly so as not to frighten the child
- tell the child he/she is not to blame and that he/she was right to tell
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- make a full written record of what had been said, heard and/or seen as soon as possible.

NB It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual’s impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the Partnership’s procedures to report these concerns.
5.2.2 Actions to Avoid

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

5.3 Responding to Suspicions

It is not the responsibility of anyone working under the auspices of sport in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not child abuse is taking place.

However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

5.3.1 Social Services

Social services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

5.3.2 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

5.3.3 When it is Not Appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (eg where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded.

5.3.4 Designated Officer

Each club/facility should identify a designated person to handle child protection issues. This person should complete a self-declaration form and will undergo a CRB check for quality assurance purposes. The designated person will require support from East Cambridgeshire District Council, and appropriate training and information. This support should be provided as part of the Child Protection Policy and Implementation Procedures being adopted by the Partnership.
It is the responsibility of the designated person in charge to inform the designated managers without delay. If the person in charge is not available or the concern is about the person in charge, the person with concerns or being informed of them should immediately contact the social services or the police. The numbers will be provided as part of the induction process. In these circumstances, you do not have to give your name but it is helpful if you can. The social services, together with the designated person in charge where appropriate, will decide how and when parents or carers will be informed.

Any incidents should also be referred to the relevant person within East Cambridgeshire District Council.

(See Appendix A – A Quick Guide to Procedures.)

5.3.6 Records and Information

Information passed to the named managers, social services or the police must be as helpful as possible, hence the necessity for making a detailed written record at the time of the disclosure/concern.

Information should include the following:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child’s account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the named managers, police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A copy of this information should be sent to the relevant person within East Cambridgeshire District Council

5.4 Allegations against Staff or Volunteers

This includes anyone working with children in a paid or voluntary capacity (eg volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (eg sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting, is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

5.4.2 Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

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The Council assures all professional and voluntary organisations that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague’s practice or the possibility that a child may be being abused.

5.4.3 Types of Investigation

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and social services investigation may well influence the Council’s disciplinary investigation.

5.4.4 Action if there are Concerns

The following action should be taken if there are concerns (See Appendix A):

**Poor Practice**

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the relevant contact within East Cambridgeshire District Council. This person will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the incident of poor practice is suspicious, all details should be recorded and reported to the relevant person.

**Suspected Abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the named persons above, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if **out-of-hours**.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the Executive Director Community Services or the Cultural Services Team Leader who are then responsible for taking the action outlined above.
Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- The designated person in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The alleged abuser (and parents if the alleged abuser is a child). *

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The Council should make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and social services inquiries.

- Irrespective of the findings of the social services or police inquiries, the Council must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, East Cambridgeshire District Council must reach a decision based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Support following the inquiry

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process.

- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

5.5 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, East Cambridgeshire District Council should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.
5.6 **Action if Bullying is Suspected**

The same procedure should be followed as set out in Section 5.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

5.6.1 **Action to Help the Victim and Prevent Bullying in Sport:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

5.6.2 **Action Towards the Bully(ies):**

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully’s parents.
- Insist on the return of borrowed items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

6.0 **Implementation and Monitoring Procedures**

6.1 **Objectives**

The implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the East Cambridgeshire District Councils, Child Protection Policy and Procedures.

Reviewing and evaluating the implementation of the plan is a crucial part of the process and the Organisation may choose to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The SDO should take decisions on the appropriate methods for reviewing implementation.

The purpose for the implementation plan is to:

- disseminate the Child Protection message so that it reaches and influences all related sporting organisations to safeguard the welfare of young people and disabled adults in sport
- operate sound recruitment procedures for paid and voluntary staff in sport
- identify and enable the appropriate child protection training for staff
- remain updated with legislation related to child protection

3 It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.
• monitor and update the implementation plan annually to keep child protection high on the sporting agenda
• measure the impact of the policy and procedures on an annual basis.

### 6.2 Implementation Plan

The following plan highlights the types of areas in which action will need to be taken.

#### 6.2.1 Dissemination of Policy and Implementation Procedures

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>How</th>
<th>When</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Disseminate policy and procedures documents.</td>
<td>Clubs, Coaches, Officials, Parents, Young people, Disabled Adults, Staff-National, Regional and Local, SDO, Club/Coach Development Officer, CAMBSSPORT, CLOG</td>
<td>Via adult &amp; junior clubs, Registered coaches, Direct mail costs to be explored, Mailed out with Coaches/Officials, Newsletters, Magazines, Tournaments, Training Sessions (Coachwise)</td>
<td>ASAP</td>
<td>as necessary</td>
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</table>

(Need tailored information to meet needs of different groups)

#### 6.2.2 Maintaining a Positive Profile for Child Protection in Sport

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>How</th>
<th>When</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Set up a targeted launch of CP Policy</td>
<td>Clubs/Coaches, Young People, Parents, The SC. UK and SE</td>
<td>Links to high profile event. Articles/features within sporting publications, Website where applicable</td>
<td>Dec 2001</td>
<td>Sports Development Officer to plan and co-ordinate the launch, ongoing features and opportunities</td>
</tr>
</tbody>
</table>

Provide articles to raise and maintain CP awareness.

<p>| Establishing a Child Protection Steering Group via SportsDec |</p>
<table>
<thead>
<tr>
<th>Who</th>
<th>How</th>
<th>When</th>
<th>Comments</th>
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<tbody>
<tr>
<td>SDO and co-opted members from SportsDec.</td>
<td>Formalise the group with terms of reference. Identify training needs. Ensure real work programme time is allocated to support this role. Identify training needs.</td>
<td>Nov 2001</td>
<td>Establish resource plan/budget.</td>
</tr>
</tbody>
</table>

Establish CP group with terms of reference. Address any denial within the sport.
### 6.2.4 Handling Allegations

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>How</th>
<th>When</th>
<th>Comments</th>
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</table>
| Ensure that communication channels for complaints are clear. | • SDO  
• Coaches  
• Leisure Centre Managers  
• All staff  
• SDO  
• ChildLine  
• NSPCC  
• Police  
• Social Services  
• AS Groups nominated  
• CP Group  
• Club Coach | Promoted through handbook, policy & procedures, club, coach, parents and young people guidelines, etc. Mini Card.  
On all CP/Young people literature. All sport literature and information.  
First contact, if not professional, listens, offers helpline numbers, advise of procedures and provide ongoing communication regarding the case to both the victim and the accused. | As Required | Enquiries must be dealt with speedily and confidentially – maintain an ethical climate. Ensuring a conclusive end to each allegation.  
Creating an open and supportive environment.  
Obtain a copy of British Association of Counselling (BACS) directory.  
Maintain a fair environment. |
| Ensure confidentiality is maintained in matters of child protection. | | | | |
| Display help lines & counselling outlets. | | | | |
| Provide appropriate support for the victim and the accused. | | | | |
| Develop a strategy for managing the media. | • SportsDec | Develop standard answers to frequently asked media questions.  
Clear lines of communication so not caught on the hop. | | Maintain a positive environment - clear lines of communication so not caught on the hop.  
Identify what problems are arising and to what extent.  
Identify what action needs to be taken now. |
| If possible, review existing and known cases and monitor new incidents. | • ASM  
• Steering Group via SportsDec  
• Club Coach | Review existing cases and archive information. Identify good practice.  
Implement forms and procedures eg ongoing review annual review. | | |
### 6.2.5 Awareness Training

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<th>When</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Provide CP awareness &amp; procedural training for:</td>
<td>• SC. UK NGB’s</td>
<td>Tailored training</td>
<td>Prior to activity</td>
<td>NCF can provide Club/Coach with tailored vouchers for workshops.</td>
</tr>
<tr>
<td>• Staff</td>
<td>• Key staff</td>
<td>• Procedural training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Coaches</td>
<td>• Tutors</td>
<td>• Club/Coach to promote dates of NCF Good Practice and Child Protection Workshop.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leisure Centre Managers</td>
<td>• All coaches</td>
<td>Review current information provided in coach and officials education courses.</td>
<td>Prior to activity</td>
<td>Ensure CP information is built in as standard to all opportunities where new people come into sport. Provide guidelines on touching norms within the sport.</td>
</tr>
<tr>
<td>• Volunteers</td>
<td>• Officials</td>
<td>Build in CP information &amp; updates to all in-service/CPD events.</td>
<td>Prior to activity</td>
<td>Build in updates as standard practice. Provide guidelines on touching norms within each sport.</td>
</tr>
<tr>
<td>Ensure issues of child protection are adequately covered in initial coach &amp; officials education &amp; volunteers.</td>
<td>• Club/Coach</td>
<td></td>
<td></td>
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<tr>
<td>Address child protection updates within ongoing coach &amp; officials education.</td>
<td>• Cambs.Coach Education</td>
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### 6.2.6 Recruitment and Licensing

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<th>Comments</th>
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<tbody>
<tr>
<td>Prevent unsuitable people from working with children in sport.</td>
<td>• Club/Coach</td>
<td>Implement sound recruitment procedures eg, checks, CRB, etc</td>
<td>Prior to activity</td>
<td>Keep (and pass on as appropriate) details of anyone about whom there is a concern. Data protection?</td>
</tr>
<tr>
<td>Create a register of persons with substantial access to children.</td>
<td>• CP Group</td>
<td>CRB</td>
<td>Prior to activity</td>
<td></td>
</tr>
<tr>
<td>Coach, Volunteers, Officials, SDO.</td>
<td>• SDO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Implement Code of Ethics and Conduct</td>
<td>• Leisure Centres Club/Coach</td>
<td></td>
<td></td>
<td>Discuss feasibility.</td>
</tr>
<tr>
<td>CP Group</td>
<td>• Club/Coach</td>
<td>Set up systems to implement signed codes of ethics.</td>
<td>Prior to activity</td>
<td>Monitor effectiveness of codes in light of</td>
</tr>
<tr>
<td>Club/Coach</td>
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</table>

Leisure Centres Club/Coach
for coaches, players, officials, etc.  

Follow up any concerns.  

Home Office guidelines on Caring for Young People and the Vulnerable (Abuse of Trust).

| 6.2.7 Review Constitutional and Disciplinary Issues |  |
|---|---|---|---|---|
| What | Who | How | When | Comments |
| Ensure all organisation’s processes and programmes take account of child protection issues (eg constitution and disciplinary procedures). | • Club/Coach  
• CP group  
• SportsDec | Legal check of wording within constitution and disciplinary procedures – County Legal Department | Prior to activity | Ensure organisation is able to sanction/suspend/expel in relation to specific child protection matters. Legal/Employment grievance procedure |

| 6.2.8 Monitoring and Evaluation |  |
|---|---|---|---|---|
| What | Who | How | When | Comments |
| Develop systems to monitor the effectiveness of the policy and procedures in reducing the incidences of abuse in sport. | • SDO  
• SportsDec | Recording incidents. Measure awareness – Questionnaires, interviews, audit, focus groups. | Prior to activity | Identify how effective action plan has been. |
APPENDIX 5

Action to take if you suspect child abuse

Recognition

A Physical or behavioral indication
Contact the SDO

B You suspect an parent, carer, volunteer or a member of staff is a threat to children
Maintain surveillance of the suspect and contact the SDO to discuss your suspicions.

C A child tells you they are being abused in some way
React calmly, believe and reassure the child. Question only to clarify, not to investigate. Pass on the information to the SDO

The SPORTS DEVELOPMENT OFFICER makes the decision of informing the NGB (if applicable), Police, Social Services or NSPCC

SDO and SOCIAL SERVICES will then decide on how to involve parents/carers

Record what you witnessed or aroused your suspicions and action taken. Include dates and times that may be needed by Social Services
## Appendix B  Essential Contacts

### National Contacts

<table>
<thead>
<tr>
<th>Entity</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NSPCC</td>
<td>National Centre 42 Curtain Road London EC2A 3NH</td>
<td>Tel: 020 7825 2500  Helpline: 0800 800 500</td>
</tr>
<tr>
<td>Childline UK</td>
<td>Freepost 1111 London N1 OBR</td>
<td>Tel: 0800 11111</td>
</tr>
<tr>
<td>NI Childline</td>
<td>74 Duke Street Londonderry</td>
<td>Tel: 0504 311555</td>
</tr>
<tr>
<td>The National Coaching Foundation</td>
<td>114 Cardigan Road Headingley Leeds LS6 3BJ</td>
<td>Tel: 0113 274 4802</td>
</tr>
<tr>
<td>Department of Health</td>
<td>Consultancy Service Room 133 Department of Health Wellington House 133–135 Waterloo Road London SE1 8UG</td>
<td></td>
</tr>
</tbody>
</table>

**NB** For the Protection of Children Act List, details of the Criminal Records Bureau or current legislation.

### Local Contacts

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Authority Sports Development Officers</td>
<td>East Cambs District Council</td>
<td>Tel: 01353 616383 07901 518415</td>
</tr>
<tr>
<td>Local Authority Cultural Services Team Leader</td>
<td>East Cambs District Council</td>
<td>Tel: 01353 616388</td>
</tr>
<tr>
<td>Local police child protection teams</td>
<td>Detective Sargeant Paul Mann</td>
<td>Tel: 01223 823515 <a href="mailto:paul.mann@cambs.pnn.police.uk">paul.mann@cambs.pnn.police.uk</a></td>
</tr>
</tbody>
</table>

In an emergency contact via **999**.
Appendix C  The Protection of Children Act 1999

‘This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant’s employment history and taking up references.’ John Hutton, Minister of State, July 2000.

The Main Provisions of the Act

The Act makes four principal changes to the Law:

• It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created Protection of Children Act List and also provides a right of appeal to a new Tribunal against the inclusion on the Protection of Children Act List (and also inclusion on List 99). It also extends the scheme to health care services provided to children.

• It amends 218 of the Education Reform Act 1988 to enable the Department for Education and Employment to identify people who are put on List 99 because they are not fit and proper persons to work with children.

• It amends Part V of the Police Act 1997 to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the Protection of Children Act List or List 99 along with their criminal records. In this way, the Act provides for a ‘one-stop-shop’ system of checking persons seeking to work with children.

• It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the ‘one-stop-shop’ against the Protection of Children Act List and the relevant part of List 99, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

• To enable organisations (other than childcare organisations as defined within the Act) to refer names to the Protection of Children Act List.

• To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the Protection of Children Act List.

• To allow organisations to access the new Protection of Children Act List and List 99 without first going through the Criminal Records Bureau until such time as the ‘one-stop-shop’ comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a child care organisation), they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.
Appendix D  Code of Ethics and Conduct

Sports coaching helps the development of individuals through improving their performance.

This is achieved by:

- identifying and meeting the needs of individuals
- improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
2. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
3. Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
5. Coaches should hold up-to-date and nationally recognised governing body coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
8. Coaches should cooperate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
9. Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

The previous text is taken from the Sports Coach UK ‘Code of Ethics’ and Conduct for Sports Coaches. The full version (single copy £2.50) is available from Coachwise Ltd, Units 2/3 Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HW (0113 231 1310). You are also recommended to the NCF Hot Topic Workshop, the Responsible Sports Coach. Contact the Sports Coach UK on 0113 274 4802 for details on this and other relevant workshops.
Appendix I  Notification of Publication

Please complete this form if you are a partner agency using extracts of this document (Child Protection Policy and Implementation Procedures: Guidelines for Governing Bodies of Sport and Local Authorities) in your own policy document.

Your name: ……………………………………………………………

Organisation: ………………………………………………………

Tel: ……………………………………. E-mail: ……………………………

Please cite the pages in your documents featuring extracts:

........................................................................................................
........................................................................................................
........................................................................................................

Publication

1  Publication date………………………………………

2  Circulated to (target readership) ………………………………………

3  Print run……………………………………………………………

This information is used to monitor the effectiveness of the NCF’s information to other organisations in sport.

Signed………………………………….. Date…………………………

Please return this form, together with one copy of the policy document, to:

The Publications Department
Coachwise Ltd
Units 2/3 Chelsea Close
Off Amberley Road
Armley
Leeds
LS12 4HW
SPORTS DEVELOPMENT STRATEGY

To: Community Services Committee

Date: 4th September 2001

From: Youth Sports Development Officer

1.0 ISSUE

1.1 To agree the draft text of the Sport Development Strategy.

2.0 RECOMMENDATIONS

2.1 Members are requested to:

Approve the draft text of the Sports Development Strategy.

3.0 COSTS

3.1 There will be no additional costs as a result of the Strategy

3.2 All costs will be met from existing Sport Development budgets and through programmes of training and activity which will generate income.

4.0 BACKGROUND

4.1 This Strategy will provide a clear direction for Sport Development within East Cambridgeshire as prescribed in the Leisure Strategy 1999.

4.2 The Strategy sets out the aims and objectives for the sustainable growth of youth sport across the District and highlights initiatives, programmes and partnership working which will ensure increased sporting opportunities and participation for the whole community.

4.3 Linking with National, Regional and Local agencies, the current position of sport within the District and the specific needs of the local community will provide the basis of the Sport Development Strategy.

5.0 ARGUMENTS AND CONCLUSIONS

5.1 The Strategy seeks to provide a coherent and integrated policy that maximises the profile and benefits of Sport Development in East Cambs. The policy draws together the corporate and thematic objectives of the Council, endeavouring to enhance the quality of life in the District.

5.2 To maximise the benefits of Sport Development, the District requires a vision and framework for implementation by the Council and in joint working with partner organisations. Therefore, this Strategy sets out to identify priority work areas for activity.

5.3 At this stage, members are asked to endorse the benefits of Sport Development and comment on the approach and content of the Strategy as a means of securing clarity of action.

6.0 BACKGROUND PAPERS

6.1 East Cambs Leisure Strategy

6.2 Community Services Improvement Plan
EAST CAMBRIDGESHIRE DISTRICT COUNCIL

SPORT DEVELOPMENT STRATEGY

JULY 2001

DRAFT
CONTENTS

Foreword

An Overview of East Cambridgeshire

The National Picture

Why a Strategy for Sport Development in East Cambridgeshire?

What is Sport Development?

The Value of Sport

Current Activity

Focus Sports

The Future Years
**Foreword**

Sport can have a positive influence on communities, the economy and the environment. It provides participants and the general community with a variety of positive outcomes and is a useful and valuable method of tackling further issues such as social inclusion and crime reduction.

For sport to be sustainable it is essential for a structure to exist. Development work must be undertaken to ensure that individuals and groups can access, participate and develop in their chosen sports regardless of ability, age, gender, race and economic standing.

**An Overview of East Cambridgeshire**

East Cambridgeshire has a population of approximately 73,004 and covers an area of almost 162,000 acres. The district is predominately rural in character and stretches from the Norfolk border in the north to within a few miles of Cambridge to the south; from the long straight stretch of the Bedford River – Hundred Foot Drain in the west to a long border with Suffolk in the east.

The population is forecast to grow by 15,000 over the next 10 years and as such is the fastest growing district in the country with a high percentage of its new inhabitants being in the 11 – 16 year age range and living in some of the more rural in nature parts of the district. With that in mind this Sport Development Strategy must be flexible and able to cope with the additional demands which will come from this rate of population growth and the problems of communication within a rural area. Due to the problems of communication within the district outreach work will form a large proportion of the programs undertaken.

The structures, resources, facilities and partnerships must be in place to encourage young people to take part and develop in sport, giving them a positive experience from the outset will only help in creating the all important habits of the future. This will lead to a healthy, participating East Cambridgeshire, thus helping to:

“enhance the social, economic and environmental well-being of all residents of the District”

(Community Services, Service Purpose 2001/02)

**The National Picture**

In recent years there has been a growing appreciation that the development of sport in England needs to be placed on a more formal and structured footing. This more strategic approach has been prompted by a number of factors including:

- Comparative lack of success at international level.
- Concern about the non-structured approach to developing young people and the need to balance possible burn out with maximising talent.

As a result Sport England produced in 1997 its long term Sport Development Strategy “More People” “More Places” “More Medals” and has encouraged the National Governing Bodies of sport and Local Authorities to adopt this strategy.

**Why a Strategy for Sport Development in East Cambridgeshire?**

This Strategy will provide a clear direction for Sport Development within East Cambridgeshire.

The aims and objectives of National, Regional and Local agencies, the current position of sport within the District and the specific needs of the local community will provide the basis of this Sport Development Strategy.

The Strategy will set out the aims and objectives for the sustainable growth of youth sport across the District and highlight initiatives; programs and partnership working which will ensure increased sporting opportunities and participation for the whole community.
What is Sport Development?

Sport Development can best be described by breaking it down into 4 components.

Foundation – where the basic “grammar” of physical activity is learnt. Represents the early development of sporting competence and basic movement and skills without which young people are unlikely to become long term sport participants.

Participation – refers to sport, which is undertaken by all members of the community for reasons of fun, fitness and health, often at basic level of competence.

Performance – signifies a move from basic competence into a more structured form of competitive sport at club or higher level.

Excellence – means performance at National or International level, applies to approx. 1% of the population.

The following shows this model in graphic form, it should be noted that this is a dynamic model and movement is possible in both directions allowing sportsmen and women to “participate in the sport they desire to the level they desire”.

SPORT DEVELOPMENT CONTINUUM

THE PERFORMANCE LADDER

The Value of Sport.

Sport England has undertaken to determine the benefits associated with the involvement in sport. The results clearly show involvement in sport is associated with the following outcomes.

Reductions in the risk of coronary heart disease and strokes.
The incidence of Coronary Heart Disease among active middle age men is approximately half that among the sedentary groups.
(Sport England 1999).

Reduction in obesity, osteoporosis and certain forms of cancer.
In England in 1993, 13% of men and 16% of women were obese, and 57% of men and 48% of women were overweight. Obesity is associated with the increased risk of heart disease, hypertension, late onset diabetes, arthritis and bronchitis.
In overweight men and women aerobic exercise causes a modest loss in weight even without dieting.
(Sport England 1999).

Reductions in state anxiety, depression, tension and stress. Increases in self-esteem, self-confidence and positive mood state.
Regular participation in exercise has been found to be associated with measurable increases in self-esteem, and decreased levels of mild to moderate depression in children and adults.
(Sport England 1999)

Other major benefits, which are associated with an active community, are:

- Increase in community safety.
- Reduction of social exclusion.
- Promotion of community identity.
- Promotion of life long learning.
The above outline benefits of regular participation in sport and exercise in adults, by creating a strategy for Sport Development in East Cambridgeshire “good habits” will be formed in children’s formative years which they will carry with them into adult hood. This ties in with the following of East Cambridgeshire District Council’s Corporate Objectives:

1.4  *To protect human health, promote healthy living and create opportunities for people to eat fresh, local food.*

2.2  “*To create a safer and healthier East Cambridgeshire where people can live and work in an environment free from crime and fear of crime*”.

3.3  “*To provide and promote opportunities for sports and leisure and to promote tourism, which does not harm and seeks to protect the environment*”

Providing the structure for future involvement in sport will capture the interest, enthusiasm and encourage the participation of young people. It is the general belief that participation at young age will promote an active adult lifestyle. Focusing resources on young people will widen the “foundation” base of the Sport Development Continuum and in time strengthen sport within the District.

Sport England and National Governing Bodies of Sport whose strategies focus heavily on the involvement of young people in sport support this philosophy.

**Current Activity**

**National Initiatives Include:**

Top Sport – 2 primary schools, 5 Out of School Childcare Action sites (OSCA).

Area Youth Games  - In 2000 and 2001 over 100 young people from local primary and secondary schools represented the District in 8 sports with in excess of 200 young people having received coaching from local coaches and club representatives prior to the Area Youth Games.

Active Sports – Sport England initiative for young people ages 11 – 16 who are currently in the Participation and Performance areas of the Sport Development Continuum.

**Local Initiatives Include:**

Summer and Easter Activities Program – Action Zone
A mobile activity centre which provides sporting and arts and crafts opportunities to children who may not be able to attend courses summer play schemes etc outside of their own town or village.

SportDec
An ECDC initiative to encourage partnerships between sport centres, sport clubs, schools and the District Council.

Cambridgeshire Coach Education Forum
A body which was formed to co-ordinate coach education throughout the County to avoid duplication of effort whilst maximising resources.

Sporting Excellence Grant Scheme
Grant offered by ECDC to National or International level performers who live or attend school in the District to contribute towards certain costs of their sport.

East Cambridgeshire District Council Leisure Week
An East Cambridgeshire festival to encourage various parts of the community to take part in a leisure activity.
Sport Specific Development Initiatives ie, Cambridge United Primary Schools Cup
Working with organisation such as CUFC it is possible to provide sport specific coaching and
competition opportunities to young people. Working in partnership maximises resources.

Lottery Application advice to Parishes, Clubs etc
As al lottery application are required to have a sport development plan the Youth Sport Development
Officer will give assistance and offer guidance when necessary.

“Playing the Game” newsletter
A 3 times yearly publication to give information and report on activity in the District.

North Cambridgeshire School Sports Development Association (NCSSDA)
A resurrection of the old Isle of Ely Schools Association. Secondary schools and local sports clubs
take part in coaching sessions prior to a tournament and sports festival.

**Focus Sports**

With limited resources available and the rural nature of East Cambridgeshire it is necessary to
maximise the Sport Development work by working in partnership with local sports clubs, schools,
coaches, sports facilities and NGB’s. The focus sports will largely be determined by the availability
of qualified coaches. Where there are coaches who are not representative of a local club, the local
sports club will be encouraged to advertise and promote their activities to the young people attending.
Other factors determining the Focus Sports are: local demand, sports undertaken in the local schools,
National Governing Body structures and any additional funding from external sources to support
development work.

The Active Sports programme will deliver activity in the District over a 7-year period in various
sports, all of this activity will be focused on 11 – 16 year olds in secondary colleges and local clubs.
These sports are not covered in this plan, as to a larger extent the choice and delivery of these sports
in determined by the county’s Active Sports Partnership as a whole.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Activity</th>
<th>Timescale</th>
<th>Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Boys MLD Area Youth Games</td>
<td>March – June</td>
<td>Cambridge United Football Club / Highfields School</td>
</tr>
<tr>
<td>Football</td>
<td>Girls Area Youth Games</td>
<td>March – June</td>
<td>Cambridge United Football Club / PE Departments</td>
</tr>
<tr>
<td>Football</td>
<td>Cambridge United Primary Schools Cup</td>
<td>September - July</td>
<td>Cambridge United Football Club / Primary Schools</td>
</tr>
<tr>
<td>Tag Rugby</td>
<td>East Cambridgeshire Primary Schools Challenge / Area Youth Games</td>
<td>September - July</td>
<td>Ely Rugby Club / Primary Schools</td>
</tr>
<tr>
<td>Tennis</td>
<td>Area Youth Games</td>
<td>March - June</td>
<td>PE Departments / Local Coach</td>
</tr>
<tr>
<td>Tennis</td>
<td>East Cambridgeshire Primary Schools Challenge</td>
<td>Easter - July</td>
<td>Local Coach</td>
</tr>
<tr>
<td>Athletics</td>
<td>East Cambridgeshire Primary Schools Challenge</td>
<td>Easter - July</td>
<td>Local Coach / NGB</td>
</tr>
<tr>
<td>Athletics</td>
<td>East Cambridgeshire College Challenge / Area Youth Games</td>
<td>Easter - July</td>
<td>PE Departments / NGB</td>
</tr>
<tr>
<td>Sport</td>
<td>Activity</td>
<td>Date</td>
<td>Organiser</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
<td>------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Netball</td>
<td>Area Youth Games</td>
<td>March - June</td>
<td>Jaguars Netball Club / PE Departments</td>
</tr>
<tr>
<td>Basketball</td>
<td>Boys and Girls Area Youth Games</td>
<td>March - June</td>
<td>PE Departments / Witchford Village College</td>
</tr>
<tr>
<td>Hockey</td>
<td>Girls and Boys Area Youth Games</td>
<td>March - June</td>
<td>Local Coach / Club</td>
</tr>
<tr>
<td>Swimming</td>
<td>Girls and Boys Area Youth Games</td>
<td>March - June</td>
<td>Local Primary School Swim Program</td>
</tr>
</tbody>
</table>

The above table details planned activity within the District for the year 2001 – 2002. This is a rolling plan of work which can be added to in the event of additional resources being found, both financial and human resource, or new initiatives being adopted by East Cambridgeshire District Council.

**The Future Years**

Our mission is “To work with national, regional and local organisations to increase sporting and recreational activities in the district by 5% in overall terms and 10% amongst target groups by March 2003”. (Service plan for Community Services 2001/02)

To attain this level of participation:

The number of Community TOP’s sessions will increase to 10 per week by March 2002. Each subsequent year will see further increases based upon demand and available resources.

The opportunity to compete in the Cambridge United Primary Schools Cup will be offered to an additional 5 schools in the District.

The Cambridge United Primary Schools Cup model will be used as a template for a District wide Tag Rugby tournament.

The same model will be used in Tennis and Athletics for summer term competitions.

Working with Bottisham VC, its 12 feeder primary schools and South Cambridgeshire District Council tournaments will be arranged in Girls Football and Netball in conjunction with Cambridge United and the All England Netball Association.

Active Communities funding has been sought to develop programs to include the travelling community and those on low income.

The Summer and Easter holiday activity programs – Action Zone, will be expanded and offered to young people between the ages of 8 and 16 in more of the villages and towns in the district.

Along side all of this activity the Cambridgeshire Active Sports Partnerships Child Protection Policy will be implemented to ensure the safety and well being of all participants, children and sports coaches.

To enable future growth of activity in East Cambridgeshire income will be generated from sponsorship, fees and by offering training to external organisations. Each year a target income of £4000 will be raised and this money will be used to support existing projects and fund new programs of work.
LOTTERY COMMUNITY FUND CONSULTATION

To: Community Services Committee
Date: 4th September 2001
From: Economic and Community Development Team Leader

1.0 PURPOSE

1.1 To consider this Council's response to the Lottery Community Fund consultation on their strategic plan for 2002/2007.

2.0 RECOMMENDATION

2.1 It is recommended that the suggested response shown below is endorsed.

3.0 FINANCIAL IMPLICATIONS

3.1 No direct impact on District Council expenditure. There may be an indirect impact in terms of levels of matched funding available for future projects initiated by the Council or local community.

4.0 BACKGROUND INFORMATION

4.1 The Lottery Boards are required to prepare strategic plans setting out how they intend to distribute the money which they receive. The Community Fund have issued a consultation document setting out the main ideas they have for their strategy for the period 2002-2007 and their key grant making policies, and have invited comments on these. Since 1995 the Community Fund has given out nearly £2 billion in 40,000 grants which is more than any other grant maker in Europe.

4.2 The consultation document has to be set in the context of declining funds in the future. The Community Fund has used up reserves of money built up in the early years of the Lottery and fewer people are buying lottery tickets. Future funds are anticipated to be much lower. For the Eastern Region it has been suggested that their resources may fall from £21 million to £11 million a year. This means that the Board will need to target its resources much more closely.

5.0 SUGGESTED RESPONSE TO THE CONSULTATION DOCUMENT

5.1 There are five key strategic issues contained in the consultation document:-

(a) Targeting of Assistance

Proposal - To adopt a much more targeted approach to distribution of grant aid, targeting both by beneficiary groups and by geographic area. In the Eastern Region the proposed target beneficiary groups are:-

- Refugees and asylum seekers
- Black and minority ethnic communities in particular gypsies and travellers, older people and disabled people
- People living in areas disadvantaged by economic or social change, whether urban or rural, for example coastal areas and displaced communities, homeless, older people and disabled people in rural areas.
Geographical priorities for the Eastern Region, based on indices of deprivation and areas which have a low take up of Lottery grants, are:

- Harlow
- Great Yarmouth
- Thurrock
- Stevenage
- Waveney
- Tendring

Suggested ECDC Response

- Strong concerns that geographic targeting will miss out the small pockets of deprivation in rural areas which do not show up on the indices of deprivation. Also significant concerns that the criteria used for the proposed geographical targeting will favour urban areas at the expense of rural areas.

- Welcome the focus on beneficiary groups and would suggest that those who have restricted access to local services and facilities because of rural isolation are included in the categories. Young people, who can experience particular disadvantage in isolated rural areas, should also be included as a priority group as well as older and disabled people.

- Suggest that the Community Fund liaise with other regional bodies such as EEDA in the selection of target areas, given their experience in regeneration work.

(b) Targeting Outcomes

Proposal - To place a greater emphasis on targeting outcomes, rather than just outputs, which create a real difference to the lives of beneficiaries. Applicants will be expected to be clearer about what the funding is expected to achieve. (For example, applicants will need to demonstrate in a measurable way how disabled people have been able to become more independent rather than simply the number of disabled assisted).

Suggested ECDC Response

- Welcome in principle but would wish to safeguard against the system becoming too bureaucratic, and requiring volunteer groups to expend excessive resources on measuring outcomes.

- The development of some standard national indicators/guidelines on how to measure outcomes would be welcome.

- This type of approach would be most useful in association with longer term funding support and for pilot innovative or experimental projects.

(c) Voluntary Sector Infrastructure

Proposal - Grants will no longer be given for general voluntary and community sector infrastructure although The Fund will support projects that improve the efficiency and effectiveness of voluntary and community organisations.
Suggested ECDC Response

- In view of the increasingly important role which the voluntary sector is being given in service delivery and the need for this sector to be strong, concern is expressed about the loss of support to the voluntary and community sector infrastructure.

- In particular the Community Fund may wish to consider assistance to voluntary organisation ‘umbrella groups’. These groups are still largely lacking in rural areas, can enable the voluntary sector in their area to become more effective and efficient, and support to these groups would represent an effective use of community fund resources in view of their widespread impact.

(d) Partnership

Proposal - The Community Fund would like to seek an increased emphasis on partnership with voluntary and community sector and other funders and agencies.

Suggested ECDC response:

- Welcome the proposal in principle. The community fund may wish to encourage a consortium multi-agency approach to particular areas of work, for example, young people, older people and disabled.

- There may also be potential to consider county based partnerships with District and County Councils - many of these authorities give grants to the voluntary sector and a greater degree of co-ordination and co-operation with the Community Fund would enable more effective targeting, use of resources and less duplication of applications for applicants.

(e) Levels/Duration of Grants

Proposal - Consideration of maximum grant levels being set, and provision for periods of over 3 years for project funding.

Suggested ECDC response:

- Whilst longer term funding may mean fewer grants can be offered it is more likely to achieve sustainable long term benefits. It generally takes longer than 3 years for a project to become successfully established and start to develop other funding sources/income generating sources of their own.

(f) General Comment

As a general comment it is also suggested that the Community Fund be advised that in rural areas there is still a vast area of work to be done in respect of capacity building - enabling people to be more able to help themselves. The fund may wish to give consideration to including this as a further theme in addition to geographical and priority beneficiary groups.

6.0 BACKGROUND PAPERS

6.1 Consultation on our Strategic Plan, Community Fund, June 2001
To: Community Services Committee  
Date: 4 September 2001  
From: Economic and Community Development Team Leader

1.0 ISSUES

1.1 To consider applications under the Community Projects Grants Scheme.

2.0 RECOMMENDATIONS AND COSTS

2.1 The following applications have been received:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Project</th>
<th>Total Cost</th>
<th>Score</th>
<th>Recommended Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mepal Outdoor Centre</td>
<td>Facility Improvement &amp; Equipment</td>
<td>£32,58159</td>
<td>£10,793</td>
<td></td>
</tr>
</tbody>
</table>

2.2 Budget Available

Capital allocations for the schemes are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2001/02</th>
<th>2002/03</th>
<th>2003/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Projects</td>
<td>£105K</td>
<td>£90K</td>
<td>£80K</td>
</tr>
</tbody>
</table>

3.0 ARGUMENTS

3.1 Following the Best Value Review of Grants the grant schemes have been substantially revised. The following guidelines were approved at the 20 March 2001 Grants Committee, and subsequently endorsed by Full Council:

- Restriction of the categories of grant aid to the following to reflect the District Council’s current policy objectives:
  - Village Halls/Community Centres – which play a central role in many smaller communities
  - The eight Leisure Centres in the District as defined in the Council’s Leisure Strategy
  - Play Facilities – including play areas and teenage games for older age groups
  - Community Environmental Projects
  - Museums, Heritage and Tourist Attractions.

- A maximum grant level of 50% of the total costs of a project. However, provision has been made for exceptions to be made for up to 75% grant in special circumstances.
- A minimum grant amount of £5,000 and a maximum of £20,000 for all projects.
- Requirements for projects to have been identified and form part of the facility’s three year business plan.
- Membership organisations, such as sports clubs and social clubs, to be excluded from the grant scheme.
- All decision to be made by the appropriate District Council Committee.
- Introduction of two bidding rounds per year to enable applications to be considered on a priority basis against each other rather than a ‘first come first serve’ basis.
- All applications to be assessed on a scoring system which reflects the Council’s corporate cross cutting priorities:
  - Sustainability/LA21 Strategy
  - Equal Opportunities
  - Health Improvement
  - Target Groups
  - Best Value

  as well as issues such as evidence of need, usage levels, track record in management and funding issues.

3.2 Each application to be separately assessed on a scoring system by two officers within the Community Services Section. The final score will be an average of these officers’ assessment. Maximum score is 110 and applications achieving less than 45 points will be recommended for refusal.

3.3 Members will have the discretion to award higher or lower grants when it is felt that special circumstances apply.

4.0 BACKGROUND PAPERS

4.1 Individual Application details.
| PROPOSED SCHEME                                                                 | Facility improvement and equipment -  
To update the Hot Water and Electrical systems at the centre and replace existing equipment necessary to the centre's activity programme |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Mepal Outdoor Centre, Chatteris Rd, Mepal, Cambs</td>
</tr>
<tr>
<td>APPLICANT ORGANISATION</td>
<td>Mepal Outdoor Centre</td>
</tr>
<tr>
<td>Name -</td>
<td>Sports Trust</td>
</tr>
<tr>
<td>Nature -</td>
<td>YES</td>
</tr>
<tr>
<td>Membership number</td>
<td>Fenland, South &amp; East Cambs</td>
</tr>
<tr>
<td>Facilities open to the public</td>
<td>YES</td>
</tr>
<tr>
<td>Area served</td>
<td>Facilities open to the public</td>
</tr>
<tr>
<td>PROJECT COSTS</td>
<td>£32,581</td>
</tr>
<tr>
<td>Total Expected Costs</td>
<td>YES</td>
</tr>
<tr>
<td>Costs including VAT</td>
<td>Quotes for work outlined in application</td>
</tr>
<tr>
<td>Basis of costing</td>
<td></td>
</tr>
<tr>
<td>TYPE OF FACILITIES PROVIDED</td>
<td>A new facility</td>
</tr>
<tr>
<td>A significant improvement in a facility</td>
<td>YES</td>
</tr>
<tr>
<td>A significant increase in use</td>
<td>YES</td>
</tr>
<tr>
<td>A replacement item</td>
<td>YES</td>
</tr>
<tr>
<td>Repairs or Maintenance</td>
<td></td>
</tr>
<tr>
<td>FUNDS OF APPLICANT ORGANISATION</td>
<td>£18,203 (£12K South Cambs DC.</td>
</tr>
<tr>
<td>Funds already raised</td>
<td>£6,203 Mepal</td>
</tr>
<tr>
<td>Funds sought from ECDC</td>
<td>£13,050</td>
</tr>
<tr>
<td>Able to reclaim VAT</td>
<td>Part</td>
</tr>
<tr>
<td>RELEVANT DISTRICT COUNCIL POLICIES</td>
<td>Leisure &amp; Tourism, Sports Development Strategies</td>
</tr>
<tr>
<td>PLANNING STATUS</td>
<td>N/A</td>
</tr>
<tr>
<td>PAST GRANT APPLICATIONS</td>
<td>1994 – Rebuilding £628,875</td>
</tr>
<tr>
<td></td>
<td>1994 – Road Access - £16,000</td>
</tr>
<tr>
<td></td>
<td>2001 – Fence repair £580</td>
</tr>
<tr>
<td>PROJECT MANAGEMENT DETAILS</td>
<td>Application Organisation</td>
</tr>
</tbody>
</table>
OTHER COMMENTS/SUPPORTING INFORMATION

The Mepal Outdoor Centre was established in 1984 with the mission of ‘affordable outdoor leisure opportunities for all regardless of age or ability’. The facility receives over 30,000 visitors each year, with school and educational visits as the dominant user group. The Centre now provides a wide range of coaching and recreational programme for children and adults and offers extensive facilities to local youth groups, voluntary organisations and special needs groups.

The Trust is seeking to improve and develop the facilities at the Mepal Outdoor Centre through improvements and renovation of the infrastructure and the renewal as part of an initial 3 year improvement and development plan. The need to update the hot water and electrical system along with replacing the activity equipment is essential to the long-term sustainability of the Centre.

Health & Safety regulations plus the demands made by the various watersports governing bodies dictate that without the improvement to the building and renewal of existing equipment stocks the centre will not receive the endorsements necessary to operate as an accredited watersports centre.

The improvements have been specifically identified and costed within the Centre’s business plan. The District Council requested that the Centre Management produce this plan to assist the authority in making informed decisions with regards the effectiveness of the centre, its operation, and to ensure the long term financial viability of the facility.

In the past year the management of the Mepal Outdoor Centre have taken an active role in the establishment of the District Council’s Sports DeC initiative. Through the Sports DeC agreement the centre will receive £5,000 revenue funding per year for the next 5 years from the District Council.

An essential aspect of this initiative has been the development of a detailed 5 year business plan. The Centre has entered into a Service Level Agreement between the Trust management and the District Council, which will enable the Council to monitor current and future visitor statistics and assist in achieving its social objectives of targeting specific social groupings, access affordable leisure and recreational opportunities.

Mepal Outdoor Centre has in the last six months been successful in attracting external funding with an award for a £90,000 High Ropes course with funds from the National Lottery Charity Board. The course, with elements 12m from the ground, includes inclined log walks, balance beams and a parachute jump. The High Ropes course at the Centre is primarily for use with particular groups who aim to build self-esteem, trust, group awareness and teamwork.

<table>
<thead>
<tr>
<th>RECOMMENDED CATEGORY</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 45 Recommended that no grant be considered</td>
<td>59</td>
</tr>
<tr>
<td>46-110 Recommended that a maximum of 50% grant be considered</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION

The Mepal Outdoor Centre plays a key role in the delivery of the District Council Sports and Recreation programme and through its involvement in the Active Communities Application to Sports England. The Centre has secured financial support from South Cambs District Council, and with the assistance of funding from ECDC will ensure that the facility continues to serve the local population of Cambridgeshire.

The hot water and electrical system along with the security improvements are regarded as key priority areas of work, in view of Health & Safety and customer satisfaction issues, and it is recommended that grant funding from ECDC is restricted to these items. It is recommended that a grant of £10,793 (or 50% of the total cost of the items below, whichever is the lower) be made to the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotwater System</td>
<td>£10,803</td>
</tr>
<tr>
<td>Security improvements</td>
<td>£6,581</td>
</tr>
<tr>
<td>Electrical system</td>
<td>£4,203</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>£21,587</td>
</tr>
</tbody>
</table>

\[ £21,587 \times 50\% = £10,793 \text{ grant award} \]
CCTV

Agenda Item No. 10

To: Community Services Committee

Date: 4th September 2001

From: Executive Director (Community Services)

1.0 ISSUE

1.1 To consider the most appropriate configuration for a monitored CCTV scheme for the market towns in East Cambridgeshire.

2.0 RECOMMENDATIONS

2.1 That members authorise the Executive Directors Community Services and Finance in consultation with the Chair of the Community Services Committee to:

1. Proceed to implement the introduction of a monitored CCTV scheme in the town centres and car parks of Ely and Soham, within the scope of the capital and revenue contribution to the scheme identified in Section 3 below.

2. To conclude formal agreements with the City of Ely Council and Soham Town Council with respect to their contributions to the capital and revenue costs incurred in relation to the town centre aspects of the proposed monitored CCTV scheme.

3.0 COSTS

3.1 The total capital costs of the introduction of a 29 camera, monitored CCTV scheme covering the town centres and car parks in Ely and Soham is £963,000.

This sum is to be made up as follows:

Home Office Grant 634,000
City of Ely Council 99,395
Soham Town Council 48,760
ECDC 166,000
Market Towns Programme 14,845
TOTAL 963,000

3.2 Clearly this is a major capital scheme and further negotiations with the telecoms carriers (for the transmission of the signals) and Cambridge City Council (control room modifications and equipment and the tender process for the cameras and installation may secure further savings. Additional work is currently being undertaken by the Councils technical consultant to more precisely cost out the impact of the withdrawal from the scheme of Littleport Parish Council.

3.3 The total revenue costs of the scheme will be of the order of £115,000 per annum. Again these costs are being re examined by the technical consultant in light of the withdrawal of Littleport from the scheme.

The revenue costs are to be met as follows:

City of Ely Council 29,816
Soham Town Council 14,627
Provision for the revenue and capital costs has been included in both the draft Capital Programme and the draft revenue budgets currently under consideration through the Base Budget review process.

4.0 OPTIONS

4.1 There are essentially 3 options available to members.

1. Implement the CCTV scheme in Ely and Soham
2. Implement the CCTV scheme in Ely, Soham and Littleport, but with a reduced scheme in Littleport.
3. Cease further work on the CCTV scheme and hand back the funding to the Home Office.

5.0 DISCUSSION

5.1 The East Cambs Crime and Disorder partnership has been working on the development of a monitored CCTV scheme for some 9 months, with the active support of the retailers and Parish Council in Ely and Soham. In Littleport both the Littleport Retailers Group and the Littleport Parish Council have taken a more ambiguous stance.

The advantages/benefits to be derived from a monitored CCTV scheme are summarised below.

The introduction of a monitored CCTV scheme is designed to achieve a number of key objectives. Principle amongst these are:-

- To deter those crimes associated with town centre locations, in particular violent crime, disorder/vandalism, robbery and vehicle crime.
- To assist the police service to detect and apprehend the perpetrators of such crimes.
- To reduce the fear of crime and consequently encourage people who currently avoid town centre locations, particularly in the evenings and after dark to make more use of the facilities available.
- To contribute to the economic vitality of the town centres.

The locations have been chosen as they are the principal town centres in the District, they attract users from substantial rural hinterlands, and they are the principle locations for evening economy activities.

Critically, they are the locations identified through police statistics as having sufficient concentrations of the types of crime identified above to warrant the introduction of CCTV. The town of Newmarket already has a monitored CCTV scheme.

Although crime figures in the East Cambridgeshire are low in comparison to major cities and urban areas it is nevertheless the case that crimes of violence and disorder have risen rapidly in recent years. Crimes of violence rose by 99% in Ely between 1998 and 1999 and by almost as much in Soham. Disorder rose by 50% during the same period. Whilst these figures are starting from a relatively low base the speed of increase is a real cause for concern. Furthermore, our survey indicates high levels of fear of crime, particularly amongst older residents and women.

CCTV is a well established mechanism for reducing and detecting crime and is known to help to reduce the fear of crime. This will be the last round of the Home Office CCTV Challenge Scheme and hence our last opportunity to access these funds for a scheme in East Cambridgeshire.
Unfortunately on the same day that the Home Office announced the approval of the award of £634,000 to East Cambridgeshire to implement the CCTV scheme in the Districts 3 market towns, Littleport Parish Council announced that they were not willing to contribute funding to the scheme ‘at the present time’. The proposal put to all 3 Parish Councils provided for an equal contribution from each Parish Council ‘per camera located in the town centre’. The revenue costs of the scheme were based on the same formula.

In light of Littleport’s decision to withdraw from making a financial contribution to the scheme members could meet the shortfall in the capital costs in either of 3 ways.

- Delete all 5 Littleport Cameras from the scheme.
- Increase the ECDC contribution to make up the shortfall.
- Proceed with a reduced scale scheme in Littleport taking advantage of the potential availability of grant funding (although this may now be jeopardised by the lack of local commitment to the scheme).

Clearly however there must be a question of equity with Ely and Soham Councils who have expressed a willingness to make a substantial capital and revenue contribution from within their own relatively limited resources, if not withstanding the absence of a contribution from Littleport Parish Council we were to proceed with the provision of a CCTV scheme in Littleport.

On balance therefore, and in light of early conversations with the Home Office officials it is suggested that members approve Option 1, ie to proceed with the scheme in Ely and Soham only, and that the financial and output aspects of the bid are resubmitted to the Home Office.

6.0 BACKGROUND PAPERS

6.1 CCTV File

6.2 CCTV Round 2 Final Application

6.3 Letter to Littleport Parish Council
GRANTS OFFERED UNDER OFFICER DELEGATED POWERS

To: Community Services
Date: 4th September 2001
From: Economic and Community Development Team Leader

1.0 ISSUE

1.1 To report for information the grants offered under officer delegated powers.

2.0 RECOMMENDATION

2.1 Members are requested to note the report.

3.0 COSTS

3.1 The following grants have been given:-

Sports Excellence Grant Scheme

£412.50 for S Chapman towards swimming coaching costs, travel expenses and entrance fees to national events
£596.15 for Karina McGahey towards swimming coaching costs, travel expenses and entrance fees to national events

Community Projects Grant Scheme

£1,157 or 50% of cost for safety netting and matting for Paradise Sports Centre
£825 or 50% of cost of new baby changing facilities and trampoline for Burwell Sports Centre
£1,000 or 50% of cost for Family Support Group - Pilot for Homestart East Cambs
£1,300 or 50% of cost for Summer Project for Sutton Youth Club
£3,563 or 50% of total costs for JCC Learning Centre project at Sutton, to enable community access
£857 or 50% of total costs for Sutton Junior Environmental project

Parish Council Facilities Grant Scheme

£3,633.17 or 75% grant towards repairs to cemetery path and new fencing around church for Swaffham Bulbeck PC
£1,177.31 or 75% grant towards installation of water supply to the allotments for Brinkley PC
£312 or 75% grant towards village notice board for Wicken PC

Business Incentive Grant (old scheme)

£3,244 or 50% of total costs for Soham Scientific relocation from Soham to Fordham

4.0 BACKGROUND PAPERS

4.1 Application details from each applicant.
NOTES OF THE MEETING OF THE MALTINGS REVIEW WORKING GROUP HELD ON THURSDAY 14TH JUNE 2001

PRESENT

Councillor Owen Bethell
Councillor Sheila Friend-Smith
Councillor Simon Higginson (chair)
Councillor Jack Waterfall
Councillor Hazel Williams
Ray Harding
Darren Dixon
Corinna Tickner
Trudy Baker (The Maltings)
Nicky Adamson (ADeC)

1. Following a tour of The Maltings, Councillor Hazel Williams nominated Councillor Simon Higginson as Chair of the Working Group, which was seconded by Jack Waterfall.

2. PURPOSE OF THE MEETING

Darren Dixon explained the purpose of the group was to determine in advance of the re-tendering of the contract next summer, the desired use of the building and the minimum service provision of The Maltings. The group would also need to determine the preferred options for the Cottage and links to the new Jubilee Gardens. It was hoped to take these recommendations to the Community Services Committee for consideration at its meeting in October.

Councillor Waterfall added that if a suitable use/s for the Cottage could be identified by the group and approved by the Community Services Committee, the Cottage could be sold, re-let or developed in advance of the re-tendering process.

Councillor Higginson raised the issue that Trudy would be involved in the re-tendering process and asked for clarity of her role on the working group. It was determined that Trudy was invited to provide the group with valuable background information and that she would not be present at later meetings when the next tender specification would be discussed.

3. CURRENT CONTRACT

Corinna outlined the main points of the current contract.

It was agreed that a copy of the current contract and the recent Best Value report on The Maltings would be placed in the Members Room.

The group noted that Leisure Connection were responsible for minor repairs on the Cottage up to a value of £1,500 whilst the Council were responsible for all major repairs, including its underpinning.

Councillor Higginson felt that the new tender specification and future contract should be more prescriptive in setting outputs and minimum levels of service.

4. PRIORITY USES AND KEY ISSUES
Trudy outlined the current activities/outputs of The Maltings. These included:

- Wedding diary booked up until 2002.
- More events coming forward, including Bridal Fairs, Antique Fairs, Shoe Fairs.
- Conference bookings continue to increase.
- Increase in the number of receptions, including the Chamber of Trade.
- Last year the Restaurant had over 10,000 covers.
- Quality and reputation increasing – illustrated by customer satisfaction questionnaire.

The group looked at the cinema in more detail. The key issues were identified as:

- Change over time required to set up cinema.
- The notice provided by the film distributors to City Screen to show films.
- The reluctance of the film distributors to release new films earlier because of limited attendances.
- No formal contract between Leisure Connection and City Screen.
- ADeC provides a £3K grant each year to City Screen.
- The Maltings provides a £240 discount per booking to City Screen.

The later point on this list raises the issue of other subsidies to arts related to activity at The Maltings.

Trudy added that:

- Amateur Dramatic productions tended to be booked 18 months in advance and each company pays between £100-£200 room hire per day.
- ADeC are charged between £200-£300 per day.

Councillor Williams asked whether arts groups should pay the normal rates or receive subsidies when arts development is already subsidised through ADeC. Furthermore, should the contractor pay for the subsidy?

Councillor Bethell was concerned that by integrating some of the Councils’ leisure objectives into the new Maltings specification (including subsidies for arts use) would weaken the strength of the tender bids and ultimately return on the facility.

At this stage of the meeting, Nicky Adamson was asked to respond on behalf of ADeC for the development of arts usage at The Maltings. The following key issues were raised:

1. Need to support rural cinema and link to the Film Council’s Film Development Initiative.
2. Community use and links to education and lifelong learning.
3. The venue needed space for performing arts, particularly music and dance.
4. The need to ring-fence a few weekends per year for dedicated arts use, additional to the dramatic arts bookings.

It was agreed that Nicky would provide the group with a written proposal (attached to the next agenda).

Councillor Waterfall outlined the progress of the new Jubilee Gardens development. The main points were:

- 1 Acre Park
- The consultation indicated the need to integrate The Maltings and the Park.
- Preference for future contractor of The Maltings to have designs on developing links into the Park.

Councillor Waterfall felt that it was appropriate for this group to explore the links with the Park and The Maltings, and agreed to bring the new plans for the Park to the next meeting.

In developing these links, it was felt that large capital investment was needed and this may require a minimum of a 15-year contract for the next contractor, in order that they can recoup investment.

Potential future developments were also briefly considered and the group identified the following projects that could be explored:

- Park & Ride to conferences.
- Capacity of kitchen & ventilation
- Capital works – access for disabled being improved but not suitable for mobile buggies; and a new staff room
- Double yellow line parking.

5. **NEXT STEP**

At the next meeting, it was decided that the following issues would be considered in greater detail:

- The Cottage.
- The financial case
- Review Jubilee Gardens Plan
- Consider the proposal from ADeC.

6. **DATE OF NEXT MEETING**

12th July 2001 at 4.00pm in Committee Room 2 at The Grange.