

**Date:** Tuesday 16 April 2024 at 6.00 pm

**Venue:** No Limits Hub, Ramsgate, Stockton on Tees

**Cllr Lisa Evans (Chair)**  
**Cllr Carol Clark (Vice-Chair)**

Cllr Pauline Beall  
Cllr Mick Moore  
Cllr Sally Ann Watson

Cllr Alex Griffiths  
Cllr Hilary Vickers

## **AGENDA**

- 1 Evacuation Procedure** (Pages 7 - 10)
- 2 Apologies for Absence**
- 3 Declarations of Interest**
- 4 Minutes**  
To approve the minutes of the last meeting held on 9 February 2024 (to follow)
- 5 Welcome and Introductions; Purpose of the Board**
- 6 Presentation on Lifelong Links** (Pages 11 - 12)
- 7 Update on No Limits Hub**
- 8 Update on Lets Take Action and Participation offer**
- 9 Corporate Parenting Promise : draft for review**
- 10 Feedback on Care Experienced Mock Inspection**
- 11 Structure of the Board and Next Meeting**
- 12 Forward Plan** (Pages 13 - 14)

**Members of the Public - Rights to Attend Meeting**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please

Contact: Michael Henderson on email [rachel.harrison@stockton.gov.uk](mailto:rachel.harrison@stockton.gov.uk)

**KEY - Declarable interests are:-**

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

**Members – Declaration of Interest Guidance**



**Table 1 - Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2 – Other Registerable Interest

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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## THE HUB, STRATFORD HOUSE

### EMERGENCY EVACUATION GUIDANCE

In the event of a fire alarm activation, **EVERYONE** will immediately start to leave their office via the nearest available protected Fire Exit route. It is important that the fire alarm system is not turned off prematurely and that a full evacuation proceeds. The fire alarm must remain activated until all fire routes and fire exits have ceased flowing.

#### ALL STAFF AND VISITORS

- Everyone must evacuate the building in a calm and orderly manner and proceed to the Assembly Point – the front gates at the Recency Mall, West Row.
- Where possible, ensure all areas are clear i.e. offices, storerooms, toilets & meeting rooms, closing fire doors on the way out. It is the responsibility of the fire warden to undertake a sweep of the building but only if it is safe to do so.
- Check to ensure that colleagues with headsets on have heard the alarm activation.
- Staff should leave the building by the nearest available protected fire evacuation route and exit unless prevented by smoke or fire.
- If prevented from leaving the building via a fire escape routes, proceed to the next nearest fire exit.
- Personal Emergency Evacuation Plans (PEEPs) should be followed as planned.
- Lifts must not be used during a fire evacuation.
- Members of the public, visitors and contractors should be escorted out of the building.
- Staff should inform Fire Wardens of any suspected cause of the emergency or other issues that the Fire Service should be aware of e.g. persons refusing or unable to leave.
- All staff should congregate at the designated Assembly Point and await further instructions from the Lead Fire Warden.
- Staff should stand together at the Assembly Point.
- All staff should be vigilant around general housekeeping ensuring all exit routes always remain unimpeded and free from combustible waste or other such material.
- The lead Fire Warden shall be on hand to advise the fire brigade of the source and area of the fire, if known and identify if there are any individuals left in the building.

### **LEAD FIRE WARDEN (WEARING HI-VIZ VESTS)**

- The Lead Fire Warden will take charge and lead in the event of an evacuation.
- If possible, take details of the source/location of the alarm activation from the Fire Alarm Panel near to the main entrance.
- Proceed to the designated Assembly Point to await the arrival of the emergency services.
- The Lead Fire Warden should be able to see the front doors to ensure that no-one enters the building.
- The Lead Fire Warden shall inform the Security Centre (tel. 01642 528989) that the alarm has been raised, ensure the automatic fire alarm signal has been received and confirm the emergency services have been called.
- The Lead Fire Warden will receive information from their team and senior members of staff where possible that all areas have been fully evacuated and checked along the way, staff are at the Assembly Point, and to receive any information that may be useful for the Fire Service, or location of persons refusing or unable to leave, areas of the building possibly unchecked or potential causes of evacuation etc.
- Upon the arrival of the Fire Service, the Lead Fire Warden will report the cause and location of the emergency if known, give details of locations of shut-off valves/points for utilities (such as gas, electricity, etc.), and provide security access codes for doors to enable emergency services ease of access throughout the premises.
- The Lead Fire Warden shall be responsible for ongoing communication to staff at the Assembly Point and giving the 'all clear' and permission to re-enter the building.

### **FIRST AIDERS**

- In the event of an evacuation, first aiders should be readily identified.
- All first aiders should carry their first aid kits in the event of an emergency evacuation and be available to administer first aid and assistance after an evacuation is completed.

**SEE PLAN ON NEXT PAGE GIVING LOCATIONS OF EMERGENCY EXITS OUT OF THE BUILDING AND THE CORRECT AREAS FOR STAFF TO ASSEMBLE.**





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## Building lasting relationships for children in care

Lifelong Links is an exciting project for children and young people in care.

Lifelong Links aims to find family members and other people who care about them such as former foster carers, teachers or family friends. These people are brought together in a meeting called a family group

conference. At this meeting they can talk with the young person about what support they are able to offer, both now and in the future. This is written down into a plan so that everybody knows exactly what they are doing. The plan should be agreed by the young person's social worker providing it is safe.

### What is the process?

A young person is allocated a Lifelong Links coordinator. The person or local authority with parental responsibility for the young person must consent to the referral. The young person must also agree.

The Lifelong Links coordinator:

- Meets with the young person and works with them to find all the people who may care about them.
- With the agreement of the young person, contacts all the people identified (where safe) and arranges to visit them.
- Discusses with family and friends how they may be able to support the young person.
- In consultation with the young person, invites family and friends to the Lifelong Links family group conference.



# What is the purpose of Lifelong Links Family Group Conference?

To make a plan so the young person:

- Has lasting relationships upon which they can depend
- Knows more about their own history and may feel a stronger sense of identity
- Has people to turn to for practical and emotional support. This could be invites to family events, holidays, telephone calls, emails, cards, outings, work experience etc.

## Who attends the Lifelong Links family group conference?

This will vary but usually includes the young person, family members (and others who care about the young person), the social worker (and other professionals who may be involved), the foster or residential carer, the Lifelong Links coordinator and possibly an advocate for the young person. The family group conference includes some private time which practitioners do not attend.

## What happens afterward the family group conference?

The social worker should work with the young person and their support network to ensure that the plan is carried out and that it is safe. It will form part of the young person's care plan and eventually their pathway plan as they become more independent. A family group conference review should be offered to the young person and their support network to check that the plan is working. The plan should also be regularly reviewed at the young person's looked after review meetings.

## Corporate Parenting Board

### Forward Plan

<u>Date</u>	<u>Item</u>
<b>Tuesday 16 April 2024</b>	<ul style="list-style-type: none"> <li>• Welcome and Introductions; Purpose of the Board</li> <li>• Presentation on Lifelong Links (Kellie Wigley)</li> <li>• Update on No Limits Hub (Ruth Lacey)</li> <li>• Update on Lets Take Action and Participation offer (Ruth Lacey and Sophie Haste)</li> <li>• Corporate Parenting Promise : draft for review (Jane Smith)</li> <li>• Feedback on Care Experienced Mock Inspection (Ruth Lacey)</li> <li>• Structure of the Board and Next Meeting – Chair</li> </ul>
<b>Tuesday 18 June 2024</b>	<ul style="list-style-type: none"> <li>• Virtual School Annual Report (Janet Wilson)</li> </ul>
<b>Tuesday 13 August 2024</b>	<ul style="list-style-type: none"> <li>• Adoption Tees Valley Update (Vicky Davidson Boyd)</li> <li>• Corporate Parenting Performance Update</li> </ul>
<b>Tuesday 22 October 2024</b>	
<b>Tuesday 17 December 2024</b>	<ul style="list-style-type: none"> <li>• Virtual School Update (Janet Wilson)</li> </ul>

To be scheduled

Mockingbird Update.

Standing Items:

- Adoption – 6 monthly Update (**Vicky Davidson-Boyd**) (Usually February and August each Year)
- Corporate Parenting Performance Update (Usually February and August each Year)
- Virtual School Update (**Janet Wilson**) (Usually June and December each year)

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