AGENDA

Sefton Safer Communities Partnership

Thursday 5th December, 2019

3.00 pm, Committee Room, Town Hall, Bootle

PLEASE NOTE: THIS MEETING IS NOT OPEN TO THE PUBLIC

MEMBERSHIP:

1. Apologies for Absence

2. Declarations of Interest
   Members are requested at a meeting where a disclosable pecuniary interest or personal interest arises, which is not already included in their Register of Members' Interests, to declare any interests that relate to an item on the agenda.

   Where a Member discloses a Disclosable Pecuniary Interest, he/she must withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest, except where he/she is permitted to remain as a result of a grant of a dispensation.

   Where a Member discloses a personal interest he/she must seek advice from the Monitoring Officer or staff member representing the Monitoring Officer to determine whether the Member should withdraw from the meeting room, including from the public gallery, during the whole consideration of any item of business in which he/she has an interest or whether the Member can remain in the meeting or remain in the meeting and vote on the relevant decision.

3. Minutes of Previous Meeting
   Minutes of the meeting held on 12 September 2019

4. Merseyside Violence Reduction Unit (VRU)

4.1 VRU Presentation
   Mark Wiggins
4.2 Update on SSCP VRU allocation
Tanya Wilcock

4.3 Update CVS RVU allocation
Nigel Bellamy

5. PREVENT

5.1 Strategy Refresh
Tanya Wilcock

5.2 Operational Update
Chris White

6. Domestic and Sexual Abuse Update
Steve Martlew

7. Homeless Death Review
Chris White

8. Operation Target - Merseyside Police's Response to Serious Violence
Chief Inspector Matthew Moscrop

9. Information Sharing Agreement
Tanya Wilcock

10. Integrated Youth Services - Update Report
Rosanna Stanley

11. Any Other Business

12. Date of Next Meeting
The next meeting will be held on Thursday 12 March 2020, at Town Hall, Bootle, commencing at 10:00 am.

COMMITTEE
OFFICER: Ian Barton
Telephone: 0151 934 2788
Fax: 0151 934 2032
E-mail: ian.barton@sefton.gov.uk
PRESENT: Councillor Hardy (in the Chair)
Councillors John Sayers, Shaw, and John Kelly
Helen Armitage, Martin Chambers, Joe Cunliffe,
Jenny Currie, Debbie Farrell, Tracy Forshaw,
Neil Frackleton, Superintendent Graeme Robson,
Leah Saddledean, Chris White, and Tanya Wilcock

15. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Martin Gay, Sue Holden,
Janette Maxwell and Ros Stanley.

16. **DECLARATIONS OF INTEREST**

No declarations of any disclosable pecuniary interests or personal
interests were received.

17. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

That the Minutes of the meeting held on 13 June, 2019 be confirmed as a
correct record.

18. **DOMESTIC AND SEXUAL ABUSE STRATEGY 2019 - 2021**

The Partnership were advised by Chris White that this item was due to be
considered at the December meeting of the Partnership.

19. **INTERIM REPORT ON HOMELESS DEATH REVIEW**

The Partnership considered the briefing note of David Hunter, Independent
Chair – Adult Learning Review. The note provided an update on the
review; partners were meeting to further progress the review.

**RESOLVED:**

That the information contained within the briefing be noted.
20. UPDATE ON LOCAL POLICING ISSUES

The Partnership received a verbal update from Superintendent Graeme Robson. During his presentation, Superintendent Robson highlighted issues regarding:

- Organised crime
- Intelligence gathering
- Changes to the Sefton Multi Agency Response to Serious and Organised Crime (MARSOC) structure
- Recent traveller activity in Southport
- Target ‘hardening’

Members of the Partnership raised queries and made comments relating to:

- Concerns regarding funding and resources available
- ‘Grass culture’
- The positive re-engagement between the Police and schools
- Community policing
- Crimestoppers and the ‘Fearless’ app

Superintendent Robson responded to the comments and questions that were raised. He also talked about making changes to the way MARSOC conducts its business.

The Chair suggested that perhaps the SSCP could organise a wider Sefton conference on these issues so we can engage our partners, councillors and wider voluntary sector in helping to address and tackle the ongoing serious and organised crime issues.

RESOLVED: That:

(1) Superintendent Robson be thanked for his verbal update;

(2) it be noted that SSCP supports Superintendent Robson’s proposed changes to how MARSOC operates; and

(3) SSCP be requested to host a Serious and Organised Crime Conference – Chris White to lead a Task and Finish group.

21. KNIFE CRIME

The Partnership considered the report of the Localities Team Manager, Chris White. He explained that following a development session in mid-2018 as part of the Liverpool City Region Safer Stronger Communities Partnership’s response to the rise in violent crime a group was formed in September 2018 made up of officers from each local authority with the intent to develop a strategy to dealing with the issue of Knife Crime.
The group developed a range of outcomes that would direct how actions were delivered across the City Region. Each local authority representative was given the responsibility to “own” one of the outcomes circles and focus on how the outcomes could be delivered or developed.

Mr. White explained that he had worked with colleagues from the School attendance team and identified a cohort of children that had been excluded from school for carrying knives or bladed articles. Information was shared with Police colleagues to establish if there were any patterns. How the reporting of these instances were recorded was also looked at and how the information could be shared when planning diversionary/educational activities. Additionally, Colleagues in Trading Standards were considering a “Responsible Retailer Agreement” similar to one being used in Croydon. This had also been shared with the Knife Crime reduction group as a possible agreement that could be delivered across the City Region.

RESOLVED:

That the report be noted.

22. INTEGRATED YOUTH SERVICES

The Partnership considered a report from Ros Stanley, Localities Service Manager – Central. Tanya Wilcock, Head of Communities provided further information at the meeting.

The report provided an update on the progress and achievements of the Integrated Youth Service since June 2019. The report highlighted:

- Youth Offending Team (YOT)
- IMPACT Programme
- Summer Programme
- Targeted and Universal Youth Services
- Adverse Childhood Experiences (ACES)
- Families Fighting Against Crime
- Southport Outreach
- New Beginnings
- Youth Bus
- Linacre Mission
Partnership work

RESOLVED:

That the report be noted.

23. INFORMATION SHARING AGREEMENT

The Partnership received an update from Chris White, Localities Team Manager regarding an Information Sharing Agreement. Mr. White commented that that an agreement would be ready to disseminate amongst the Partnership in time for the next meeting to be held on 12 December 2019.

RESOLVED:

That the update be noted.

24. STREET INTERVENTION TEAM

Joe Cunliffe and Suzi Tosi-Nile, Merseyside Fire and Rescue, presented a brief overview report of the Street Intervention Team. They explained that Merseyside Fire and Rescue Service (MFRS) was funded by the Sefton Safer Community Safety Partnership to provide an Outreach Team in Sefton since November 2018. The aims of the Outreach Team were to engage with young people on the streets of Sefton, to reduce anti-social behaviour and to provide reassurance to local residents. MFRS subsequently recruited and trained a number of personnel to establish a team and had supported the initiative by financing all other on-costs, such as; uniforms, vehicles, fuel, management time, and administration.

RESOLVED: That:

(1) the report be noted; and

(2) the initiative’s delivery be joined up with wider Locality colleagues.

25. ANY OTHER BUSINESS

Merseyside Fire and Rescue Service

Joe Cunliffe reported that there had been a significant reduction in deliberate fire setting. Also, he reminded the Partnership that the Service’s busiest period of the year was Bonfire Night so forward planning is already in place.

South Sefton Clinical Commissioning Group
Tracey Forshaw commented on a recent domestic homicide of an elderly citizen. TW agreed to provide the Board with an update on progress of the DHR.

Health and Wellbeing Board

Helen Armitage commented that she was seeking to refresh the Health and Wellbeing strategy, and would welcome any input from the Partnership.

26. DATE OF NEXT MEETING

RESOLVED:

That the next meeting be held on Thursday, 12 December, 2019 at Bootle Town Hall, commencing at 10:00.
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Sefton Prevent

Working together to safeguard against extremism

2020 - 2022

DRAFT
## Agenda Item 5a

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What is Prevent?

The government's Prevent Strategy, originally formed in 2011 and updated in 2018, forms one element of the Counter-terrorism Strategy (CONTEST) and aims to reduce the threat to the UK from terrorism by preventing people from becoming influenced through extreme and radical ideology.

The counter-terrorism strategy is organised around 4 workstreams,

- Prevent: to stop people becoming terrorists or supporting terrorism
- Pursue: to stop terrorist attacks
- Protect: to strengthen our protection against a terrorist attack
- Prepare: to mitigate the impact of a terrorist attack

The aim of the Prevent Strategy is to stop people becoming terrorists or supporting terrorism by focusing on the following three objectives;

- challenging ideology that supports terrorism and those who promote it;
- protecting vulnerable individuals from being drawn into terrorism through appropriate advice and support;
- supporting sectors and institutions where there is a risk of radicalisation.

Prevent recognises that people who are engaged in terrorist activities are often initially drawn into extremist narratives and beliefs and that these narratives (violent and non-violent) should be challenged to stop people moving from extremist groups or from extremism into terrorist related activity.

The Counter Extremism Strategy 2015 defines extremism as; “the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect of different faiths and beliefs. We also regard calls for the death of our armed forces as extremist.”

Radicalisation is as defined in the Prevent Strategy as “the process by which a person comes to support terrorism and forms of extremism leading to terrorism”

The threat level for the UK is set by the Joint Terrorism Analysis Centre (JTAC). Threat levels are designed to give a broad indication of the likelihood of a terrorist attack:

- LOW means an attack is unlikely.
- MODERATE means an attack is possible, but not likely
- SUBSTANTIAL means an attack is a strong possibility
- SEVERE means an attack is highly likely
- CRITICAL means an attack is expected imminently

The Prevent strategy identifies four types of terrorism that the UK faces, these being:

- International, terrorist organisations operating in Syria and Iraq (Da’esh and Al Qa’ida and like-minded organisations).
The Counter Terrorism and Security Act 2015

On 1st July 2015, the Counter Terrorism and Security Act (CTSA) 2015 became statutory.

Section 26 of the Counter Terrorism and Security Act 2015 places a statutory Prevent duty on specified authorities in the exercise of their functions, to have ‘due regards to the need to Prevent people from being drawn into terrorism’. See Prevent Duty Guidance.

2020 – 2022 Sefton Prevent Action Plan

The Sefton Prevent Action Plan 2020 - 2022 (Appendix A) is informed by national and local priorities. The key themes of the action plan are:

1. To gather community intelligence to ensure community tensions are identified and resolved at the earliest opportunity.
2. To challenge the ideology that supports terrorism and those who promote it;
3. To support and protect vulnerable individuals from being drawn into terrorism through appropriate advice and support;
4. To support sectors and institutions where there is a risk of radicalisation.
5. To ensure effective partnerships are in place to support the delivery of the Prevent action plan in Sefton.

The Sefton Channel Panel

A key part of Prevent is “Channel”. Police work with Local Authority Channel Coordinators (LACC) and public bodies, including local councils, social workers, NHS staff, schools and the justice system to identify those at risk of being drawn into terrorism, assess what the risk might be and then develop tailored support for those referred to them. This could range from mentoring to things like anger management or drug and alcohol programmes.

Not every person referred to Channel will be deemed suitable for the programme. There is a filtering process in case the person isn’t really at risk of radicalisation, and to weed out referrals that are wrong or malicious. The process is about supporting individuals identified as being vulnerable to radicalisation and extremism at an early stage is a key part of Sefton’s approach to Prevent.
The Sefton Channel Panel is fundamental to this and is a voluntary safeguarding programme aimed at supporting those individuals identified as being vulnerable. As with other safeguarding practices Channel is reliant on a multi-agency response and multi-disciplinary work to minimise and manage the risk to an individual. It draws on existing collaboration between local authorities, the LACC, police, statutory partners and the local community and has three objectives:

- Identify individuals at risk of being radicalisation or drawn into extremism
- Assess the nature and extent of the risk
- Develop the most appropriate support for the individuals concerned.

Local authorities (via MASH or Adult Safeguarding) receive Prevent concerns and process them as an appointed body, this is to ensure that social care safeguarding concerns are not missed, that there is no delay on concerns being raised/information being shared, and that the information is going to Prevent also.

Social Care can look at the concerns from a Safeguarding point, and the form will also be sent to Prevent colleagues.

**Local Authority**— If the local authority identify Prevent concerns from for example a telephone call from the public, or Prevent concerns from information received from a Police MASH referral, Sefton local authority Services will then send the Prevent referral to the email address on the form, again any immediate Safeguarding issues should be highlighted to and dealt with by the appropriate professional, following the usual Sefton Council Local Authority process. *(See attached Prevent referral form for Local Authorities Appendix E)*

**Partner agencies**— Such as Health, Education etc., should be sending the referral form to the local authority as all referrals of concern in respect of PREVENT that are generated from within Sefton Council Local Authority should in the first instance, directed to and recorded at Sefton Council Local Authority, highlighting any potential concerns. The concerns can then therefore be looked at from a Safeguarding perspective, but also be sent to the Prevent team. *(See attached Prevent referral form for partner agencies Appendix D)*

More information about Channel can be found at: [Channel Duty Guidance](#)

**What is the process for progressing a Channel / Prevent referral?**

All referrals of concern in respect of PREVENT that are generated from within Sefton Council Local Authority should in the first instance, be directed to and recorded at Sefton Social Care Services, highlighting any potential concerns:
Upon receipt of a PREVENT referral, any immediate Safeguarding issues should be highlighted to and dealt with by the appropriate professional, following the usual Sefton Social Care Services process before completion of a PREVENT specific referral form.

Having completed the PREVENT / Channel referral form with all the available details, it should be forwarded to Prevent@merseyside.pnn.police.uk (this is the referral email address to use, most secure)

There is no need to conduct any checks with the MASH or partners with regards to the Terrorism or Domestic Extremism risk at this stage.

What happens next?

The referral will be assessed by North West Counter Terrorism Police officers and it may subsequently, be adopted as a multi-agency led case or it may be signposted out to other services or agencies if it does not meet threshold criteria.

If adopted as a multi-agency case, the LACC from the Merseyside & Cheshire Channel Team, will begin information gathering and it will be at this stage that they contact colleagues within the MASH and additional Sefton services to formulate the vulnerability assessment. The expected turn around to respond to information requests is 5 working days.

The case will then be discussed at a Channel Panel, a multi-agency meeting which will discuss and review the referral, gain consent for engagement and plan any appropriate bespoke support packages to reduce or mitigate vulnerabilities to radicalisation. This Panel will meet on a monthly basis to review the progress of the case, until such time as the individual is deemed to be no longer vulnerable to radicalisation or consent is withdrawn.

Governance and Accountability

For Prevent the Sefton Safer Community Partnership (SSCP) will meet to oversee Sefton Council’s approach. It will assess ongoing performance against the Action Plan and be directly accountable.
Our Channel Multi-Agency Panels will hold operational responsibility for the same. The Chair of Sefton Adult Social Care Channel Panel is Nick Roberts and the Chair of the Children's Panel is Laura Knights.

If you become aware of an individual that you believe may meet the criteria for consideration and there is no known worker for the individual you have a duty to report your concerns (see pathways and referral documents at the end of this strategy).

**Links to National Documents**

This document is aligned with, a number of National Acts, Strategies and Policies:-

- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Modern Slavery Act 2015
- Contest (UK Counter Terrorism Strategy)
- National Prevent Strategy
- Prevent Duty for Specified Authorities
- Channel Duty Guidance 2015

**Links to Local Policies**

There are a number of local documents that link to this approach. These include:

- Sefton 2030 Vision
- Safeguarding Policies of both the adult and children's safeguarding boards
- Hate Crime Action Plan
- Children & Young Peoples Plan
- Health and Wellbeing Strategy
- Child Sexual Exploitation Strategy

**Further Information**

Should you or your teams require any verbal advice on completing the forms or general information regarding Prevent referrals – please contact:

Claire Wright, Single point of contact for Sefton, Knowsley & St. Helens: 07934559107 Claire.Wright@liverpool.gov.uk

Declan Sammin Channel Supervisor on 0151 233 0343 or 07394559105 declan.sammin@liverpool.gov.uk or one of the Channel coordinators on the below details:

Alison Burnett, Single point of contact for Liverpool & Wirral: 07394559106
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Alison.Burnett@liverpool.gov.uk

Bev Hurst, Single point of contact for Cheshire: 07394559108
Bev.Hurst@liverpool.gov.uk

Jenna Miller, Channel Coordinator: 07784031134
Jenna.miller@liverpool.gov.uk
## IDEOLOGY

**UNDERSTANDING, COUNTERING EXTREMISM AND BUILDING COMMUNITY RESILIENCE**

<table>
<thead>
<tr>
<th>Activity/Project and Objectives</th>
<th>Lead Officer(s)</th>
<th>Timescales</th>
<th>Activity Status/Progress</th>
</tr>
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</table>
| Establish or make use of an existing multi-agency group to agree risk and co-ordinate Prevent activity | Tanya Wilcock | | • Tanya Wilcock identified as Prevent Lead for Sefton  
• The Sefton Safer Community Partnership (SSCP) has been identified to act as the multi-agency group on behalf of Sefton |
| The use of social media by individuals/groups to be discussed during Prevent meetings – need to consider the use of library premises as a means to access material | Tanya Wilcock | | |
| Identify if any communities are potentially affected by international terrorist groups. Consider use of social media and | Tanya Wilcock | | |
| Agenda Item 5a | traditions/customs pertinent to separate groups | Jan McMahon | • Work plan still to be developed to ensure that all policies and procedures are reviewed and updated to ensure compliance with the Act |

|  | Incorporate the duty into existing policies and procedures, so it becomes part of the day-to-day work of the authority | Jan McMahon | |

|  | INDIVIDUALS  |

| SAFEGUARDING THOSE VULNERABLE | Stephan Van Arendsen | Stephan Van Arendsen | |

|  | Ensure appropriate frontline staff, including those of its contractors, have a good understanding of Prevent, are trained to recognise vulnerability to being drawn into terrorism and are aware of available programmes to deal with this issue | Stephan Van Arendsen | • Training plans are being developed to reflect new requirements with regard to the Act |

|  | Ensure staff are aware of, and make appropriate, referrals to CHANNEL which has separately been placed on a statutory footing in the CTS Act 2015. | Stephan Van Arendsen | • Awareness programme to be delivered to staff  
• Training to be developed for roles which come into contact with children; particularly social workers, health workers, schools pastoral carers etc. |
<table>
<thead>
<tr>
<th>Ensure that there are clear and robust safeguarding policies to identify children and adults at risk</th>
<th>Vicky Buchanan and Deborah Butcher</th>
<th>• A review of Safeguarding policies needs to be undertaken to ensure they reflect the needs of the duty</th>
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</thead>
<tbody>
<tr>
<td><strong>INSTITUTIONS</strong></td>
<td><strong>MAINSTREAMING/CORE BUSINESS</strong></td>
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<tr>
<td>Ensure publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views through the updating of room letting protocols to ensure compliance with LA duties.</td>
<td>Stuart Barnes/ Tanya Wilcock</td>
<td>• Update room letting protocols to ensure compliance with the duties.</td>
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<tr>
<td>Ensure IT equipment available for general public uses filtering solutions that limit access to terrorist and extremist material</td>
<td>Tanya Wilcock</td>
<td>• Review and if necessary extend the filters applied to publicly available IT equipment</td>
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<td>• Liaise with Department of Culture and Media in relation to equipment funded in Crosby and Formby libraries.</td>
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<td>Ensure effective dialogue and co-ordination with community based organisations – ensure information is</td>
<td>Tanya Wilcock</td>
<td>• Engage with Sefton CVS to share information and training opportunities with their network</td>
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<tr>
<td>Action</td>
<td>Responsible Party</td>
<td>Additional Information</td>
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<tr>
<td>Supplied to community organisations about the Prevent duty</td>
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| Ensure that organisations who work with Sefton on Prevent are not engaged in any extremist activity or espouse extremist views | Tanya Wilcock           | • Draw up list of organisations working on Prevent with the Council  
                                                                                     • Seek formal confirmation from them that they comply with this expectation |
| Take the opportunity ensure that the principles of the duty are written in to any new contracts for the delivery of their services | Peter Moore             | • Prepare standard addition to contracts  
                                                                                     • Review contracts to ensure compliance with the Act and add standard addition |
| Ensure Senior Management teams within the education sector are aware of and fulfil their responsibilities set out in Prevent | Vicky Buchanan          |                                                                                       |
Appendix B – Referral Pathway

Sefton Prevent Referral Pathway for Vulnerable Children and Adults

Cause for concern identified by professional and discussed with line manager

Case referred to the Police & Social Care teams using referral form
Children - MASH@sefton.gcsx.gov.uk
Adults - Safeguarding.Adults@sefton.gcsx.gov.uk
prevent@merseyside.pnn.police.uk

Data entered onto PGA form by police

CHANNEL Co-ordinator to notify other professionals/agencies involved with the child/adult subject of concern & request information. Professionals to respond within 5 working days.

Initial Vulnerability Assessment Framework and Risk Assessment completed within 20 working days.

Case discussed at CHANNEL Panel Meeting. Significant risk of concern identified. Meeting to establish a multi-agency plan to include a Prevent intervention alongside any relevant agency planning and management process, if case is adopted. Timetable for review of case decided.

Case not adopted but identified further action – signpost to services for support, for example, support from Children’s Social Care Early Help Service or referral for a strategy meeting should concern remain.

Consent sought from individual / parent guardian – undertaken by most appropriate agency.

If no further action agreed, manager to record on case management system if case is open.
Appendix C Prevent Referral Form

Upon completion of this form if your concern relates to an adult please send to:

Safeguarding.Adults@sefton.gcsx.gov.uk

If your concern relates to a child please send to:

MASH@sefton.gcsx.gov.uk

When this referral is acknowledged please send to:

Prevent@merseyside.pnn.police.uk

You will receive feedback of your referral from the PREVENT team.

If you require any assistance please call either 0151 233 0343 or 07394559105

Person Referring Name:..........................................................................................................................
Organisation:.................................................................................................................................................
Job Title/Relationship to referee:....................................................................................................................
Email address:..................................................................................................................................................
Contact number: ...........................................................................................................................................
Date referred:..................................................................................................................................................

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<tr>
<th>Subject’s Surname:</th>
<th>Forename(s):</th>
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<td>Male/Female:</td>
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<td>D.O.B:</td>
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<td>School or Employment Details</td>
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<td>Social media info:</td>
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Household composition / Parent / Guardian Details:

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<th>D.O.B</th>
<th>Gender</th>
<th>Relationship to subject</th>
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Please outline as fully as possible the concerns that have led to this referral:
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**Does the individual know you are sharing this concern?** (Please highlight in red)

- YES
- NO

Yes – and I have informed their parents/guardians.
No – but I have informed their parents/guardians.

**Time frame from concern to completing form?** (Please highlight in red)

- Less than a week
- 1-2 weeks
- 2-4 weeks
- Over 1 month
- 3 months or more

**Select concerning behaviours you have noticed:** (Please highlight in red)

- ABUSE
- SELF HARM
- ABSENTEEISM
- DRUG USE
- ALCOHOL USE
- HONOUR BASED VIOLENCE
- ANTI SOCIAL BEHAVIOUR

- USE OF INFLAMMATORY LANGUAGE
- CONFRONTATIONAL
- CHANGE IN APPEARANCE
- APPEARANCE/USE OF SYMBOLISM
- EXPRESSION OF EXTREMIST VIEWS
- SEEKING TO RECRUIT TO IDEOLOGY
- INTERNET USE

- FIXATED ON A TOPIC
- CLOSED TO CHALLENGE
- LEGITIMISING USE OF VIOLENCE
- DESIRE TO TRAVEL TO CONFLICT
- QUICK TO ANGER
- BECOMING SOCIALLY ISOLATED
- THEM AND US LANGUAGE

**Please select if any of the below are applicable:** (Please highlight in red)

- FAMILY BREAKDOWN
- LEARNING DISABILITY
- SEXUAL ABUSE
- DISABILITY
- ADOLESCENCE or PERIOD OF TRANSITION
- VICTIM OF HATE CRIME
- UNEXPLAINED TRAVEL

- MENTAL HEALTH
- FAMILY DISPUTE
- FINANCIAL SUPPORT
- HOMELESS
- TRAUMA FROM CONFLICT
- LINKS TO CRIMINALITY
- POSSESSION OF EXTREMIST MATERIAL

- UNEMPLOYMENT
- DOMESTIC ABUSE
- ILLNESS
- SOCIOECONOMIC EXCLUDED
- VICTIM OF CRIME
- GANG/GROUP MEMBERSHIP
- LOSS/BEREAVEMENT
Please use the space below to elaborate on any of the above or to provide any further information:

<table>
<thead>
<tr>
<th>PREVENT USE ONLY <em>Notes for FIMU</em></th>
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Sefton Safer Communities Partnership (SSCP)

Information Sharing Agreement
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INFORMATION SHARING AGREEMENT (ISA) BETWEEN MEMBERS OF SEFTON’S SAFER COMMUNITIES PARTNERSHIP (SSCP)

PURPOSE

The further exchange of information between members of Sefton’s Safer Communities Partnership (SSCP), for the purpose of reducing crime & disorder, anti-social behaviour, drug and substance misuse, environmental crime and offending behaviour in furtherance of the delivery of the agreed Partnership Plan.

PARTNERS


N.B: FURTHER PARTNERS MAY BE ADDED TO THIS AGREEMENT AT ANY TIME WITH THE PERMISSION OF EXISTING PARTNERS AND WRITTEN AGREEMENT TO THE TERMS OF THIS INFORMATION SHARING AGREEMENT. ANY ADDITIONS TO THIS AGREEMENT WILL BE CONSOLIDATED INTO THE MAIN DOCUMENT FOLLOWING PLANNED REVIEWS.

Date Agreement comes into force: 06/11/2019

Date Agreement Review: 01/04/2021

Agreement Owner: Sefton MBC

Agreement drawn up by: Louise O’Rourke, Sefton MBC

Location of Agreement: Communities Department, Magdalen House

Protective Marking: Not Restricted

VERSION RECORD
Version No. 7
06/11/2019
1. INTRODUCTION

This document constitutes the overarching Information Sharing Agreement (ISA) for the Sefton Safer Communities Partnership (SSCP), in order to fulfill its statutory obligation to reduce crime and disorder, achieve its performance targets and deliver the partnership plan.

The scope of this agreement is to clarify understanding in relation to each party's responsibilities towards other agencies and data subjects.

Information sharing supports three important aspects of SSCP working:

• **Understanding the problem** – tackling the issues associated with crime, disorder, ASB, the misuse of drugs and alcohol, reducing re-offending and public reassurance requires the nature of each problem to be well understood. To understand the problem requires information to be brought together from a range of agencies. This entails exploring patterns relating to the problem, and then deciding on tactical, investigative or strategic responses, actions for managing the most harmful and problematic individuals, and for supporting those that are most vulnerable to victimisation.

• **Multi-agency in content, multi-agency in outlook** – considering the problem using information from a range of agencies rather than just one agency leads more naturally to a multi-agency response. If the problem is only considered from the view of a single agency then the natural reaction is often for that agency to be considered as the only one that is in a position to tackle the problem. The inclusion of information from a range of agencies helps them to identify the role that they can play in responding to the problem and delivering a more joined-up approach to addressing it.

• **Supports partnership working** – if the problem is considered using a range of agency information then this tends to overcome the reliance on one agency as the single source of information and sole purveyor of a solution to the problem. Relying on just one agency to provide information and respond to the problem with little input from other agencies can undermine the SSCP and the spirit of partnership working.

2. BENEFITS OF INFORMATION SHARING

The benefits of sharing information are:

a) Better-informed decision making and joined up working;
b) Improved inter-agency relationships;
c) Better profiling of crime and disorder activity to enable the more effective targeting of resources;
d) A more joined up approach to providing protection to the public;
e) Regular monitoring and evaluation of community safety initiatives;
f) Reduction in crime and disorder;
g) Economic savings achieved through coordinated partnership activity;
h) Best use of inter-agency resources.
3. **PURPOSE**

3.1 The purpose of this Information Sharing Agreement is to:

- prevent crime, disorder and anti-social behaviour (ASB)
- reduce crime, disorder and anti-social behaviour (ASB)
- apprehend and prosecute offenders;
- reduce re-offending;
- address issues associated with the misuse of drugs and alcohol
- enhance public reassurance and confidence in the services that are in place to improve community safety
- deliver the Partnership Plan.

3.2 The ISA seeks to:

a) Facilitate the secure exchange of depersonalised and personalised information between signatory agencies,

b) Govern the use and management of information by the Crime & Disorder Reduction Partnership (CDRP) for the purposes of developing and implementing partnership plans and tactics for crime and disorder reduction including anti-social and other behaviour adversely affecting the environment, tackling substance misuse and adult and youth offending,

c) Support the actions of the CDRP’s multi-agency/problem solving groups involved in tackling crime, anti-social behaviour and substance misuse,

d) Support the development of secure information exchange to support victim & offender management groups

e) Assist the work of the Youth Offending Service in developing and delivering the Youth Justice Plan

f) Assist the work of support agencies to tackle drug misuse,

g) Assist the work of support agencies to tackle alcohol misuse,

h) Support information exchange for the purposes of community fire safety,

i) Assist the work of the Local Criminal Justice Delivery Board,

j) Enable statutory authorities to effectively meet their obligations under Section 17 of the 1998 Crime and Disorder Act and the amendments made by the Police and Justice Act 2006,

k) Ensure that the exchange of information, including by electronic means, is undertaken securely and safely,

l) Provide guidance on the storage, retrieval and disposal of information.

This ISA does not supersede existing information sharing protocols, although partner agencies should operate under this ISA wherever possible. Information exchange for Multi-Agency Public Protection Arrangements (MAPPA) and Safeguarding are excluded from this protocol as they are governed by national standards, which should be followed to ensure that the legal basis for sharing information can be demonstrated.

4. **SCOPE**
4.1 Agencies involved in information sharing for community safety
The agencies to which information sharing for community safety is applicable are:-

4.2 Responsible authorities
Responsible authorities are under a statutory duty to ensure that they come together and work in a Community Safety Partnership (CSP). To work in partnership requires information to be shared between these agencies.

The responsible authorities are:

- District council, borough council, unitary authority or county council
- Police force
- Fire and Rescue Authority
- Clinical Commissioning Groups
- National Probation Service
- Community Rehabilitation Company

Responsible Authorities are required to work in co-operation with probation boards, parish councils, NHS Trusts, NHS Foundation Trusts, proprietors of independent schools and governing bodies of an institution within the further education sector. From 31 July 2007, Registered Social Landlords were made co-operating bodies with the responsible authorities of community safety partnerships. The Housing Act 2004 also amended Section 115 of the Crime and Disorder Act 1998 allowing the disclosure of information to Registered Social Landlords for the purposes associated with Section 1 of the Crime and Disorder Act which is in relation to anti-social behaviour.

Responsible Authorities are expected to invite the co-operation of relevant local private, voluntary and community groups, including the public, to become involved partnership activity. Invitees asked to participate are drawn from agencies whose knowledge will assist CDRP members to reduce crime and anti-social behaviour more effectively. Access to information for these groups may be limited.

Section 5(3) of the Crime and Disorder Act provides descriptions of persons or bodies, at least one of which must be invited by the Responsible Authorities to participate in the exercise of the functions conferred by section 6 of that Act (primarily the development and delivery of a partnership strategy for the reduction of crime and disorder and tackling drug abuse).

Each responsible authority has the statutory duty to nominate a Designated Liaison Officer (see 9.2 & 9.4 below).

4.3 Co-operating bodies
Co-operating bodies are those agencies that are important in supporting the business processes of the CSP, including the development of intelligence and strategic assessments about community safety issues and the implementation of the Partnership Plan. To support the business processes of the CSP information needs to be shared between these agencies.
Section 5(2)(c) of the Crime and Disorder Act provides details of persons or bodies required to co-operate with the Responsible Authorities in their exercise of the functions conferred by section 6 of that Act.

The co-operating bodies, prescribed by order, are:

- Parish councils
- NHS Trusts
- NHS Foundation Trusts
- Registered Social Landlords
- Proprietors of independent schools
- Governing bodies of schools and further education institutions
- Agencies appropriate for the particular location or circumstances of the SSCP (e.g. the Forestry Commission).

### 4.4 Relevant authorities

The effect of Section 115 of the Crime and Disorder Act 1998 is to allow information to be shared for the purposes of community safety between a number of ‘relevant authorities’. The relevant authorities are defined as:

- Police forces
- Police and Crime Commissioner
- Local authorities – unitary authorities and district, borough and count councils
- Probation Boards and Trusts
- Fire and Rescue authorities
- Health authorities – Clinical Commissioning Groups, NHS Trust, and NHS Foundation Trusts
- Registered Social Landlords (by virtue of Section 219 of the Housing Act 2004)

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<th>Relevant Authorities</th>
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<td>Police force</td>
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<td>Proprietors of independent schools</td>
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<td>Governing bodies of schools and further education institutions</td>
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<td>Agencies appropriate to the area</td>
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4.5 Information sharing with agencies outside the SSCP’s jurisdictional area
There will be occasions when agencies will need to make (or receive), requests for personal information from agencies operating outside the jurisdictional area covered by the protocol. This could include a neighbouring police force or local council. On these occasions, and in accordance with the Data Protection Act, information sharing is possible, but only within the conditions of the ISPs for each of the relevant jurisdictional areas for the Community Safety Partnerships that wish to share this information. With due regard to the Data Protection Act restriction confining information exchange to the European Economic Area, the principles of this protocol continue to apply and exchange should take place between appropriate Responsible Authorities in the two areas.

4.6 Involvement of external agencies in the protocol
This protocol does not cover every exchange of information. Release of information for analysis and evaluation by external researchers, (by universities or consultants), or subcontractors requires a formal written agreement. Careful consideration should always be given to the necessity of sharing personal information. Responsibility for ensuring compliance and security rests with the agency that subcontracts the work. They must ensure that the subcontractor is obliged to fully comply with the relevant legislation as outlined in Section 7 & 8 of this Protocol.

5. ISA PARTNERSHIP

5.1 This ISA designates two levels of agency determined by the extent of their involvement with CDRP and criminal justice activity:

- Level A Partners
- Level B Partners

5.2 Level A partners, who will play a central role in the sharing of information for community safety, are:

- Merseyside Police
- Merseyside Police and Crime Commissioner
- Sefton MBC
- Merseyside Fire and Rescue Service
- National Probation service
- Clinical Commissioning Groups
- NHS Trusts
- Mental Health Trusts
- Mersey Regional Ambulance Service
- Youth Offending Service
- Local Criminal Justice Board
- Crown Prosecution Service
- HM Courts
- HM Prison Service and contracted prisons
- Young Offender Institutions
5.5 Housing Associations and other Registered Social Landlords

Housing Associations and other Registered Social Landlords are designated as Level A partners since they are empowered under the Anti-Social Behaviour Act to take appropriate action in relation to anti-social behaviour from their tenants. Registered Social Landlords are also designated as cooperating bodies. Where housing authorities are seeking injunctions under the Housing Act the separate protocols established between each RSL and the Police should govern the process for information exchange.

5.6 Voluntary Sector

Voluntary sector agencies will increasingly provide key support services essential for the functioning of the CDRP and DAT. Services commissioned to provide support for drug and alcohol treatment, sexual assaults and domestic abuse should be signatories to the protocol as Level A partners. When services are being commissioned it is recommended that all service level agreements set out the requirement for information sharing and being a signatory to the ISP.

5.7 Level B partners are those that are only required to share information on a very occasional basis, and are most often not required to share personal information. This may include local business and community groups, and other voluntary groups who do not provide specialist services.

Level B partners are designated as any other agencies that are signatories to this Protocol. Most Level B partners are less likely to take a central role with the processes for sharing personalised information but may use the protocol for sharing depersonalised data.

5.8 Any agency wishing to become a ‘partner’ (and hence involved in information sharing) may only do so with the consent of all the responsible authorities. Any other agency wishing to become a Level A partner can only do so with consent from all of the responsible authorities which are signatories to this protocol.

6. RESPONSIBILITIES OF SIGNATORIES

6.1 It is the responsibility of signatories to ensure that:
a) They are correctly registered with the Information Commissioner for sharing personal information;
b) The data protection principles are upheld;
c) The information shared is kept secure and confidential;
d) Data is accurate and up to date;
e) Realistic expectations prevail from the outset;
f) Professional ethical standards are maintained;
g) A mechanism exists by which the flow of information can be controlled;
h) Appropriate staff training is provided on this protocol;
i) Adequate arrangements exist to test adherence to the protocol;
j) Records are maintained of decisions to share or withhold information;
k) All instances of non-compliance and any breaches of the ISP are addressed.

6.2 The Information Sharing Agreement should be signed by the Chief Officer or Data Controller for that organisation as defined by the Data Protection Act. All signatories must ensure that the protocol is fully implemented within their organisation and should develop procedures to ensure that all staff are aware of the issues around information sharing, and all Designated Officers (see 9.2 & 9.4 for explanation of this role) are conversant with the ISP and their responsibilities.

7. THE LEGAL FRAMEWORK FOR SHARING & EXCHANGING INFORMATION

7.1 Legislation: Powers for sharing information
Many legal powers enable or require information to be shared. This agreement fulfils the requirements of the following legislation:

- Serious Crime Act 2015
- The Protection from Harassment Act 1997
- The Crime and Disorder Act 1998
- The Police and Justice Act 2006, and the Crime and Disorder (Overview and Scrutiny) Regulations 2009 made under the Act
- The Criminal Justice and Court Service Act 2000
- Common Law Powers of Disclosure
- The Rehabilitation of Offenders Act 1974
- The Human Rights Act 1998
- Data Protection Act 2018
- Regulation(EU) 2016/679 – General Data Protection Regulation (GDPR)
- Children Act 2006
- Freedom of Information Act 2000
- Common Law Duty of Confidence
- Housing Act 1985 & 1988
- Housing Act 1996, for Registered Social Landlords
- Homelessness Act 2002
- The Civil Evidence Act 1995
- Mental Health Act 1983, for the health sector
• Health and Social Care Act 2001, for health and social services
• Education Act 1996
• NHS and Community Care Act 1990
• Sex Offenders Act 1997

Information, which has been obtained and/or recorded for the purposes of the SSCP and its work, will not be used by any of the participating agencies for any other purpose.

Signatory agencies agree to disclose information to relevant partner agencies under Section 115 of the Crime and Disorder Act 1998 where disclosure is for the purposes of a provision of the Act, and in accordance with any other relevant legislation. This agreement extends to those acting on behalf of a relevant authority to formulate or implement the crime and disorder strategy.

If it is necessary for any participating agency to use or disclose the information for a purpose other than in accordance with this agreement, they must ensure that their agency’s notification with the Information Commissioner covers the additional use. They will also initially attempt to obtain the explicit consent of the data subject. If they are unable to obtain consent another appropriate Article 6 condition must be used where appropriate, and if processing sensitive personal information an appropriate GDPR/ DPA schedule 1 condition must be met (see Appendices B & C). Where either the agency’s notification does not cover the further processing or they are unable to meet an appropriate GDPR/schedule 1 condition, the processing will be unlawful in that it will fail to meet the requirements of the 1st principle contained in the Data Protection Act 2018. Where the information has been provided by one of the participating agencies, that agency must be consulted before the information can be so used or disclosed.

7.2 Information to be shared
All information shared within the SSCP must be justified on the merits of each individual case.

SSCP members will only record and share information that is necessary and relevant for the purposes of the SSCP, to enable effective risk assessment and risk management to occur. Where information is received which is considered to be relevant criminal intelligence, it will be recorded on Merseyside Police intelligence systems and be subject to standard procedures for evaluation, retention and dissemination.

The agencies receiving data within the SSCP will not use it for any purpose other than that set out in this agreement, nor share it with any other party, without the disclosing partner’s permission. However, the agreement recognises that relevant information must be shared with Criminal, Civil and Family courts as defined in legislation and that this duty supersedes the SSCP ISA. Data will only be shared with the Criminal, Civil and Family Justice Courts when it is requested by the Court itself, and will not be provided to third parties including an individual’s legal teams. Where information is received that is necessary for criminal, civil and family court purposes this will be shared and stored as appropriate, following standard procedures.
Within this agreement, information that is shared between agencies will be considered to be Confidential Data. This may include any of the following types of personal data:

- Personal details including the name, age, address, health arrangements and description of victims, perpetrators, family members & witnesses and offender information including criminal convictions
- Personal and family circumstances
- Antecedent and conviction history
- Details of current lifestyle
- Criminal intelligence
- Details of any previous support and responses to interventions provided, including the rejection of support, retraction of police statements and court action etc.
- Details of any drug habit or dependency and previous response to treatment
- Details of any previous probation history and response to supervision.

In order to comply with the fair processing element of the first Data Protection principle, consideration should be given to advising non-offenders what will happen to their personal information, e.g. who it will be shared with, under which circumstances, retention period and anything else to make the processing fair.

Processing of Confidential Data will include:

- Reading or viewing information held on computer or displayed by some other electronic means
- Reading or viewing manually held information in written, printed or photographic form
- Overhearing any radio, telephone or verbal communication,
- The information disclosed between the Parties will be the minimum required to achieve the objectives of the SSCP.

Merseyside Police as a partner reserve the right to withhold information where disclosure would be prejudicial to an ongoing police investigation, in circumstances where sub-judice arises, in circumstances where the data subject has indicated that s/he wishes to remain anonymous, where a duty of confidence exists between Merseyside police and the data subject, in cases where there are issues of sensitivity, to protect vulnerable witnesses or where public interest immunity applies.

**7.3 Data**

Relevant information, within the context of SSCP, will normally comprise of personal data and possibly special category data, as defined within the Data Protection Act 2018 and the GDPR, in addition to other related information (non-personal data).

The following sections set out the different forms of data that may be shared, highlighting the different handling and protection requirements that will apply:

**7.4 Non-personal data**

Non-personal data is data that does not, nor has ever, referred to individuals. It will often be aggregate data derived from personal, non-personal and depersonalised data.
Signatories can use non-personal data for crime-mapping purposes, within the remit of the Crime and Disorder Act 1998.

Non-personal data held may be subject to the provisions of the Freedom of Information Act 2000, and there may be a duty to disclose this data to a third party if a request is made under the Act.

7.5 Depersonalised/pseudonymised data
Depersonalised or pseudonymised data encompasses any information that does not and cannot be used to establish the identity of a living person, having had all identifiers removed. The Information Commission has stated that even a post-code or address can reveal the identity of an individual and it may be possible for an individual's identity to be revealed by comparing several sets of depersonalised data.

Pseudonymisation being the process of distinguishing individuals in a dataset by using a unique identifier which does not reveal their 'real world' identity.

There are no legal restrictions on the exchange of depersonalised data, although a duty of confidence may apply in certain circumstances. A copyright, contractual or other legal restriction may prevent the information being disclosed to partners. This is to be decided on a case-by-case basis by the disclosing agency.

At the time data is collected, subjects should be informed about how anonymised data on them may be used.

7.6 Personal data
Personal data is information that relates to an identified or identifiable living individual who can be identified directly or indirectly from that data and any other data in an agency's possession.

Personal data will be clearly identified and kept securely within a password protected computer system or otherwise physically secure with appropriate levels of staff access. Signatory agencies will destroy all personal data when no longer required for the purpose for which it was provided, subject to retention policies.

For audit purposes, all grounds for the disclosure of personal information under this agreement will be formally recorded and partners will process information fairly and objectively in every case.

Agencies will only disclose sufficient information to enable partners to carry out the relevant purpose for which the data is required. This will be determined on a case-by-case basis, through negotiation between disclosing and receiving partners where necessary.

Signatories undertake that Part 4 Chapter 2 of the Data Protection Act 2018 (Appendix B) will be satisfied where it is necessary to process personal data.

7.7 Special category personal data
Special category data is that which falls into any of the following categories:

- Criminal offences or proceedings
- Racial or ethnic origin
- Sexual preference/sexual orientation
- Physical or mental health
- Membership of a trade union
- Political or religious/faith beliefs
- Genetic/biometric data

Any disclosure of special category data by a partner agency must be restricted to the minimum necessary to achieve the purpose and be as generalised as possible.

Signatories undertake that Article 9 of the GDPR and schedule 1 of the Data Protection Act 2018 will be satisfied where it is necessary to process special category data (Appendices B & C).

The conditions set out in Article 9 of the GDPR and Schedule 1 of the Data Protection Act 2018, which must be satisfied before each item of special category data can be fairly processed, will include:

- that the data subject has given his/her explicit consent to the processing of the personal data
- the processing is necessary to protect the vital interests of the data subject or another person in a case where the consent cannot be given or the data controller cannot reasonably be expected to obtain the consent of the data subject or where the processing is necessary to protect the vital interests of another person in a case where consent by or on behalf of the data subject has been unreasonably withheld
- processing is necessary for the purpose of the prevention or detection of an unlawful act;
- processing is necessary in the exercise of a statutory function by the Crown or a governmental department
- processing is necessary for the purpose of protecting an individual from neglect or physical or emotional harm or protecting the physical, mental or emotional well-being of an individual and consent cannot be given or the data controller cannot reasonably be expected to obtain the consent of the data subject or obtaining consent of the data subject would prejudice the protection from harm

7.8 Data Sharing

This section of the agreement provides an explanation of how the relevant provisions of the Crime and Disorder, Data Protection, and Human Rights Acts will be interpreted for the purposes of implementing the SSCP and its work.

Section 115 of the Crime and Disorder Act 1998 provides a lawful power, or gateway, to disclose to a relevant authority where it is necessary or expedient for the purposes of any provision of the Act. This should normally include disclosure for the purposes of the SSCP. Section 115 does not override other legal requirements and, although the Act creates a situation where the disclosure of information may be lawful, the presumption of
confidentiality will still apply and personal information will only be shared in a particular case when the disclosing partner is satisfied that:

- The proposed disclosure is in accordance with the principles of the GDPR and Data Protection Act 2018
- The relevant conditions of Article 6 of the GDPR have been satisfied
- The disclosure reflects the common law duty of confidentiality and any other relevant legislation, where appropriate.

Partners can also disclose, on a case-by-case basis, for the following reasons provided there is a lawful basis for disclosure and where there is a substantial chance that one of the following purposes would be prejudiced:

- To prevent or detect crime
- To apprehend or prosecute offenders
- If it is required by law

When disclosure is required, signatory agencies agree to ensure that:

- Information will be processed lawfully and fairly
- The public interest is of sufficient weight to over-ride the presumption of confidentiality and to justify any interference with the right to privacy in Article 8 of the European Convention of Human Rights
- A disclosure is necessary to support the SSCP under the Crime and Disorder Act 1998
- All disclosures will have regard to specific statutory restrictions on disclosure

7.9 Consent
It should not be assumed that consent is essential in order for agencies to share information in support of the SSCP and its work.

Obtaining consent remains a matter of good practice and in circumstances where it is appropriate and possible, fully informed and explicit consent should be sought from and freely given by the data subject.

However, in many cases the aims of the SSCP might be prejudiced if agencies were to seek consent. In such cases the disclosing agency must consider possible grounds to override the consent issue. It is possible to disclose personal information without consent if this is in the defined category of public interest.

7.10 Public Interest
If consent has been sought and refused, or if it would prejudice the aims of the SSCP to seek consent, an overriding public interest may justify disclosure.

Public Interest Criteria includes:

- The prevention and detection of crime (Crime and Disorder Act 1998)
- The prevention/detection of crime and/or apprehension or prosecution of offenders (DPA, Schedule 2, Part1)
To protect vital interests of the data subject; serious harm or matter of life or death (GDPR Article 6)
Processing is necessary for the purposes of protecting an individual from neglect or physical, mental or emotional harm or protecting the physical, mental or emotional well-being of an individual (DPA Sch.1)
For the administration of justice (e.g. bringing perpetrators to justice) (DPA, Sch.1)
For the exercise of functions conferred on any person by or under any enactment (police/social services) (DPA, Sch. 1)
In accordance with a court order
Overriding public interest (Common law)

When judging the public interest, the following will be considered:
- Is the intended disclosure proportionate to the intended aim?
- What is the vulnerability of those who are at risk?
- What is the impact of disclosure likely to be on the offender?
- Is there another equally effective means of achieving the same aim?
- Is the disclosure necessary to prevent or detect crime and uphold the rights and freedoms of the public?
- Is it necessary to disclose the information, to protect other vulnerable people?
- The rule of proportionality should be applied to ensure that a fair balance is achieved between the public interest and the rights of the data subject.

7.11 Victims and witnesses
Partners will only disclose personal data relating to a subject, informant or witness with fully informed and explicit written consent of the data subject, unless there is an overriding public interest in disclosure.

7.12 Human Rights Act 1998
Article 8 of the European Convention on Human Rights states that everyone has the right to respect for their private and family life, home, and their correspondence and that there shall be no interference by a public authority with this right except as in accordance with the law and is necessary in a democratic society in the interests of:
- National security
- Public security
- Economic well-being of the country
- The prevention of crime and disorder
- The protection of health or morals
- The protection of the rights or freedoms of others

In order to ensure that a fair balance is achieved between the protection of the individual's rights and the general interests of society, the Convention therefore requires the disclosing agency to consider whether any disclosure is proportionate. Keeping a record of the decision to disclose and the matters considered in coming to the decision will assist in any challenge.

7.13 Confidentiality
Information will only be used for the purpose for which it was requested, and will be securely stored and destroyed when it is no longer required. An agency receiving data will not share it with any other party without the disclosing partner’s permission and all parties wishing to share information under this agreement will be bound by its terms upon becoming a signatory.

### 7.14 Cautions and Convictions
The prevention of crime and administration of justice, as provided for in the Crime and Disorder Act 1998, are obviously in the public interest and may provide the grounds upon which a disclosure of criminal convictions can be justified.

Details of convictions recorded on the Police National Computer (PNC), or retained on file by signatory agencies, can be released to another designated officer where this is justified in the public interest, to support proceedings under the Crime and Disorder 1998. Great care must be taken to ensure conviction data is accurate, up to date and relevant to an enquiry before it is released.

### 7.15 Disclosure Requests
Requests for disclosure must be made in writing.

Access to information obtained through this agreement, other than by Designated SSCP Representatives must be limited to employees whose work is directly related to the aim for which the data was obtained and those working within the crime reduction programme or field.

### 7.16 Publication
When requested, this agreement should be made available to the general public for clarity of purpose and transparency.

### 7.17 Media Handling
Partner agencies will aim for a consistent approach to media enquiries through their press and media officers, where appropriate. Staff should respect the requirement for confidentiality and discretion and should not express personal views.

### 7.18 Security and Data Management
Signatories to this agreement must ensure they have adequate security arrangements in place to protect the integrity and confidentiality of the information held.

Signatory agencies agree that personal information disclosed must not be emailed over internet links unless the disclosing and receiving agency use one of the six recognised secure sites:

- pnn.police.uk
- gsi.gov.uk
- gcsx.gov.uk
- gss.net.uk
- cjsm.net
- nhs.net
When SSCP information is stored on a computer system, electronic files must be password protected with provisions to ensure system security. Paper copies must be stored securely within a secure environment.

Any computer system holding personal information must be auditable. The audit trail must contain, as a minimum, who accessed the data, the information viewed and the time and date.

8. REVIEW OF THE INFORMATION SHARING AGREEMENT

The ISA will be reviewed on a biennial basis. The nominated holder of this agreement is Sefton MBC, Communities Department. It is based on the national template for Information sharing which forms part of the guidance issued on the Management of Police Information by ACPO and the Home Office.

9. INDEMNITY

The signatories, as receivers of information, will accept total liability for a breach of this Information Sharing Agreement should legal proceedings be served in relation to the breach.

10. SUBJECT ACCESS PROCESS

Data subjects are legally entitled to request their records from the receiving agency under the Data Protection Act 2018, unless an exemption applies, for example where such disclosure of specific personal information would:

- Prejudice the apprehension/prosecution of another offender
- Prejudice the prevention/detection of a crime
- Identify a 3rd party, e.g. someone who provided the police with intelligence
- Prejudice the carrying out of social work, because it would be likely to cause serious harm to the physical or mental health of the data subject or another individual.

10.1 Freedom of Information

**Summary of Exemptions:**

When a request for information is received under the Freedom of Information Act and the public authority has decided that some or all of the information requested could not be released, then an exemption has to be applied to it and the applicant advised of the decision. Twenty-three exemptions have been introduced. Six of them are absolute exemptions, which mean that there is no obligation to consider the request for information further.

**Absolute Exemptions**

Section 21: Information accessible to applicant by other means
Section 23: Information supplied by, or relating to, bodies dealing with security matters (a certificate signed by a Minister of the Crown is conclusive proof that the exemption is justified)

Section 32: Court records etc.

Section 34: Parliamentary privilege (a certificate signed by the Speaker of the House in respect of the House of Commons, or by the Clerk of the Parliaments in respect of the House of Lords is conclusive proof that the exemption is justified)

Section 41: Information provided in confidence

Section 44: Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court

In addition, two other exemptions are:

Partly Absolute

Section 40: Personal information (where the applicant is the subject of the information. The applicant already has the right of ‘subject access’ under the Data Protection Act 2018; where the information concerns a third party and disclosure would breach one of the Data Protection Principles

Section 36: Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords)

The rest of the exemptions are subject to the Public Interest Test – "Where the public authority needs to balance the public interest in withholding the information against the public interest in releasing it". These are referred to as:

Qualified Exemptions

Section 22: Information intended for future publication

Section 24: National security (other than information supplied by or relating to named security organisations, where the duty to consider disclosure in the public interest does not arise)

Section 26: Defence

Section 27: International relations

Section 28: Relations within the United Kingdom

Section 29: The economy

Section 30: Investigations and proceedings conducted by public authorities

Section 31: Law enforcement

Section 33: Audit Functions

Section 35: Formulation of government policy etc.

Section 36: Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords)

Section 37: Communications with Her Majesty etc. and honours

Section 38: Health and safety

Section 39: Environmental information as this can be accessed through the Environmental Information Regulations

Section 40: Personal information. People cannot access personal data about themselves under the Freedom of Information Act as there is already access to such information under the Data Protection Act 2018. Personal data about other people
cannot be released if to do so would breach the Data Protection Act
Section 42: Legal professional privilege
Section 43: Commercial interests

Information will not be disclosed where it concerns ongoing investigations, investigative methods, intelligence and the use of related operational techniques. The exemptions afforded by the Freedom of Information Act will be used where appropriate.

If a subject requests access to their records the receiving agency must contact the disclosing agency to determine whether the latter wishes to claim exemption. From this stage, the procedure should be fully documented using standard forms and copies stored on file.

11. WITHDRAWAL FROM SSCP

Any partner may withdraw from this agreement upon giving written notice to the other signatories; the withdrawing partner must continue to comply with the terms of this agreement in respect of any data obtained through being a signatory.

If an organisation is found to have breached the terms of this agreement then the SSCP partners will be informed and if necessary have the authority to formally write to the organisation to remove them from the SSCP process with immediate effect.

12. SIGNATORIES

Chief Officers formally agree to the following:

- To subscribe to the principles contained in the agreement
- To comply with all relevant legislation
- To work to the procedures identified within the agreement
- To fully implement the agreement within their own agency ensuring all staff know of its existence, to support the SSCP, and to support their attendance at any training event required
- To supply information within the bounds of this agreement at no financial cost to any of the other signatory agencies
- To contribute to the development of trust and confidence between the signatory agencies by working within the framework of the agreement to disclose, retain and dispose of data for the purpose of supporting the SSCP

By signing this agreement, all signatories accept responsibility for its execution and agree to ensure that staff are trained so that requests for information and the process of sharing itself is sufficient to meet the purpose of this agreement.
<table>
<thead>
<tr>
<th>Position in Agency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: LEGAL GROUNDS WHEN CONSIDERING SHARING INFORMATION WITHOUT CONSENT

Protection against disclosure

<table>
<thead>
<tr>
<th>Legal Issues</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection of personal data</td>
<td>Data Protection Act 2018, GDPR</td>
</tr>
<tr>
<td>Duty of confidentiality</td>
<td>Common Law</td>
</tr>
<tr>
<td>Right to private and family life</td>
<td>Human Rights Act, Article 8</td>
</tr>
</tbody>
</table>

Main Lawful Grounds for Sharing Without Consent

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Legal Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention and detection of crime</td>
<td>Crime and Disorder Act 1998</td>
</tr>
<tr>
<td>Prevention and detection of crime and/or</td>
<td>Schedule 2 Data Protection Act 2018 (DPA)</td>
</tr>
<tr>
<td>the apprehension or prosecution of offenders</td>
<td></td>
</tr>
<tr>
<td>To protect vital interests of the data subject; serious</td>
<td>Article 6 GDPR, Schedule 1, DPA</td>
</tr>
<tr>
<td>harm or matter of life or death</td>
<td></td>
</tr>
<tr>
<td>For the administration of justice (usually bringing</td>
<td>Schedule 2, DPA</td>
</tr>
<tr>
<td>perpetrators to justice)</td>
<td></td>
</tr>
<tr>
<td>For the exercise of functions conferred on any person by or</td>
<td>Schedule 2, DPA</td>
</tr>
<tr>
<td>under any enactment (police/social services)</td>
<td></td>
</tr>
<tr>
<td>In accordance with court order</td>
<td></td>
</tr>
<tr>
<td>Overriding public interest</td>
<td>Common Law</td>
</tr>
<tr>
<td>Child Protection – disclosure to social services or the</td>
<td>Schedule 1, DPA</td>
</tr>
<tr>
<td>police for the exercise of functions under the Childrens</td>
<td></td>
</tr>
<tr>
<td>Act, where the public interest in safeguarding the child’s</td>
<td></td>
</tr>
<tr>
<td>welfare overrides the need to keep the information</td>
<td></td>
</tr>
<tr>
<td>confidential</td>
<td></td>
</tr>
<tr>
<td>Right to Life</td>
<td>Human Rights Act, Articles 2 &amp; 3</td>
</tr>
<tr>
<td>Right to be free from torture or inhuman or degrading</td>
<td></td>
</tr>
<tr>
<td>treatment</td>
<td></td>
</tr>
<tr>
<td>Prevention of Abuse and Neglect</td>
<td>The Care Act 2014</td>
</tr>
<tr>
<td>Person lacks the mental capacity to make the decision</td>
<td>Mental Capacity Act 2005</td>
</tr>
<tr>
<td>regarding consent</td>
<td></td>
</tr>
</tbody>
</table>

Balancing Principles

| Proportionate response                                      | See ‘Striking the Balance’: Practical Guidance on  |
|--------------------------------------------------------------| application of Caldicott Guardian Principles to    |
|                                                            | Domestic Violence and MARSOCs (Department of Health|
|                                                            | 2012)                                               |
| Public interest in disclosure                                |                                                      |

Appendix B: Article 6 of the GDPR
Article 6 reflects the requirement to make data processing legitimate. The conditions are:

1) That the data subject has given his consent to the processing
2) That the processing is necessary:
   a) for the performance of a contract to which the data subject is a party, or,
   b) for the taking of steps at the request of the data subject with a view to entering into a contract
3) The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract
4) The processing is necessary in order to protect the vital interests of the data subject or another person
5) The processing is necessary for the performance of a public task carried out in the public interest or in the exercise of official authority vested in the controller
6) The processing is necessary for the purpose of legitimate interests pursued by the data controller or by a third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular cases by reason of prejudice to the rights of freedom or legitimate interests of the data subject

Appendix C: ARTICLE 9 of the GDPR and SCHEDULE 1 OF THE DATA PROTECTION ACT 2018
The conditions which have to be satisfied before special category data can be fairly processed are:

1. That the data subject has given his/her explicit consent to the processing of the personal data
2. (1) The processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the data controller in connection with employment
3. The processing is necessary:
   (a) In order to protect the vital interests of the data subject or another person, in any case where consent cannot be given by or on behalf of the data subject, or,
4. The processing:
   (a) is carried out in the course of its legitimate activities by anybody or association which
      (i) is not established or conducted for profit, and,
      (ii) exists for political, philosophical, religious or trade union purposes;
   (b) is carried out with appropriate safeguards for the rights and freedoms of data subjects
   (c) relates only to individuals who either are members of the body or association or have regular contact with it in connection with its purposes, and,
   (d) does not involve disclosure of the personal data to a third party without the consent of the data subject
5. Processing relates to personal data which is manifestly made public by the data subject
6. The processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
7. Processing is necessary for reasons of substantial public interest.
8. Processing is necessary for the purposes of preventative or occupational medicine.
9. Processing is necessary for reasons of public health
10. Processing is necessary for archiving, scientific or historical research purposes
11. The processing is necessary:
    (a) for the administration of justice
    (b) for the exercise of any functions conferred on any person by or under an enactment, or,
    (c) for the exercise of any functions of the Crown, a Minister of the Crown or a government department
12. Processing is necessary for the prevention or detection of an unlawful act.
13. Processing is necessary for the prevention of fraud.
14. Processing is necessary for the purposes of a disclosure under the Terrorism Act 2000 or section 339ZB of the Proceeds of Crime Act 2002
15. Processing is necessary for the purposes of protecting an individual from neglect or physical, mental or emotional well-being of an individual.
16. (1) The processing is necessary for medical purposes and is undertaken by:
    (a) a health professional, or
    (b) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if that person were a health professional;
(2) In this paragraph ‘medical purposes’ includes the purposes of preventative medicine, medical diagnosis, medical research, the provision of care and
treatment and the management of health care services;

17. (1) The processing:
(a) is of special category personal data consisting of information as to racial or ethnic origin
(b) is necessary for the purpose of identifying or keeping under review the existence of absence of equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained
(c) is carried out with appropriate safeguards for the rights and freedoms of data subjects

18. The process is necessary for the exercise of any functions conferred on a person by any rule of law
1 Purpose / Summary

1.1 The purpose of this report is to update the Sefton Safer Communities Partnership regarding progress and achievements of the Integrated Youth Service since June 2019.

2 Recommendation(s) That: The Sefton Safer Communities Partnership notes the report

3 Youth Offending Team (YOT)

3.1 Performance

3.1.2 The headline performance information has been sourced directly from the September 2019 Youth Offending Team (YOT) Performance Report. Performance data comparing June 2015 to July 2016 with June 2016 to July 2017 shows a slight increase of 1.8% in re-offending. This translates into 4 out of 10 young people open to YOT on statutory orders during that period re-offending. Our re-offending rate for this period is 46.7% which is slightly higher than the Merseyside average of 46.3%.

3.1.2 Performance has improved for the First Time Entrants (FTE) into the youth justice system for the period January 2017 to December 2017 compared with January 2018 to December 2018 as it shows a decrease from 59 to 51 young people becoming FTE. Sefton’s performance in this area is above the average for Merseyside and England. Sefton are particularly strong at diverting young people from the youth justice system using out of court disposals which is reflected in these very low FTE figures. Since our FTE figures are so low it can be a challenge to maintain this performance.

3.1.3 Sefton is performing extremely well in relation to custody rates. The custody rate in Sefton is currently 0.04 which is the lowest it has been in over 5 years. At the time of writing this report there are no young people from Sefton serving a custodial sentence the borough, the remainder in South and there are none in Central.

3.2 YOT Board Development Session

3.2.1 On 27th November the YOT Board held a development session which focused on the cohort profile and local target setting, the new National Standards for Youth Justice and the experiences of a young person in the Youth Justice system. One young person kindly attended to share their experiences which highlighted some issues to the board around relationships within educational settings, role models and exploitation.
3.2.2 The Board agreed to participate in a YOT Collaborative Steering Group to routinely address operational issues and oversee provision. Partners also agreed to contribute to case studies on those young people who were identified as having several adverse childhood experiences. The findings will be shared at subsequent Boards and will inform next year’s plan.

3.3 YOT Programmes

3.3.1 YOT received funding from the Violence Reduction Unit to deliver prevention programmes during the summer holidays and October 19 and February 20 half terms. The Summer and October Programmes were successfully delivered and included young people on statutory orders as well as those being managed through out of court disposals. The plan is underway for February’s programme.

3.3.2 The main focus of the work has been Child Exploitation, impact of violent crime and were supported by British Transport Police to deliver a session about the dangers of rail way lines. The engagement and feedback from young people has been positive.

3.4 Adverse Childhood Experiences (ACEs) Programmes

3.4.1 The ACE’s programmes have continued with further staff trained and since the last SSCP a young person’s programmes and three parenting programmes have been delivered. The young persons programmes was the first to be delivered in Sefton and was delivered across the summer holidays. The engagement was excellent and the young people have developed their own group meeting regularly at one of our Family Wellbeing Centres.

3.4.2 The parents group have been highly successful, the feedback has been very positive and there are plans to engage parents as a group at the Sefton Adult Learning Centre to encourage learning and pathways to volunteering and employment. There are plans to deliver a ‘dads’ group in early 2020.

3.4.3 In November, a pilot programme for ACES commenced in partnership with Holy Family High School and Thornton Family Wellbeing Centre. The target group will include 13 young people aged 12-14 years who are displaying adversity in an educational setting such as low level mental health needs, difficulty in reaching their educational attainment goals, those displaying some additional needs (ASD) and Young Carers. The programme will be delivered 1 day a week over a 10-week period. The pilot will deliver the ACEs programme in the morning and teachers will attend the Family Wellbeing Centre to deliver tailored lessons. This pilot will be fully evaluated and findings will be reported to Cabinet Member and the next SSCP.

4 Youth Service

4.1 Community by Nature Queens Road

4.1.2 The staff continue to run a temporary session on Monday nights with support from Community by Nature who have given the building free of charge. This complements the Thursday evening session at the same venue. This month the young people experienced cooking on open fires and natural arts and craft sessions. They also worked alongside staff in planning a Pudsey Bear visit. Recently the group experienced the sad loss of one of the young people from the area who was killed on the local railway line. Sefton youth work staff have been supporting local people affected by the tragedy.

4.1.3 The Thursday session goes from strength to strength with over 45 young people accessing the session which focuses on forest schools. Young people recently planned their first Halloween Community Event supported by youth work staff again in partnership with Community by Nature. This was offered as a diversionary option for mischief night. The party was a great success. It is hoped that a similar event will take place at Christmas.
4.2 **Youth Bus**

4.2.1 The Youth Bus has continued to support groups in the following areas: Bootle North Park, Peel Road, Queens Road. The bus also visited Seaforth and Maghull. Staff were especially busy over the Halloween and Bonfire Night periods when 180 young people accessed the service.

4.3 **Detached Work**

4.3.1 Staff have been working in North Park and South Park in Bootle and in Poets Park in Seaforth. They have been proactive in and around the Bootle area due to the rise in incidents involving Gun and Knife Crime. They have been offering young people and parents, advice and support whilst signposting them to local centres such as Brunswick Youth Centre, Queens Road and Ykids. Staff engaged with over 170 young people during the Mischief Night / Bonfire Night period through detached work and the Halloween party.

4.4 **Duke of Edinburgh Awards**

4.4.1 Staff are continuing to work in partnership with the VIBE at Linacre Community Hub on Tuesday evenings. Here they are preparing a group of young people from different schools and backgrounds for the expedition section of the award.

4.5 **Crosby**

4.5.1 Staff continue to work in partnership with Parenting 2000 to support the delivery of youth work. They are supporting Young Advisors as well as helping young people who are recording songs, learning to rap, making puppets and various other crafts. The centre is well attended with young people between the ages of 11 and 16 making good use of the sports hall. Work also included sessions around bullying, the dangers of using drugs and staying safe from exploitation.

4.6 **Melling**

4.6.1 The team have been working in partnership with Melling Parish Council and volunteers from the local area, Youth Workers have been delivering sessions around Healthy Cooking, Keeping Safe on Social Media and Career Planning, to local young people. Workers also make use of the hall and outdoor space in encouraging young people to engage with sporting activities.

4.7 **Southport Detached**

4.7.1 Detached work in Southport has recently focussed on the town centre, Kings Garden’s and the High Park estate following reports of anti-social behaviour. With the recent dark nights, the numbers of young people in the town has decreased. However, there have been incidents with young people harassing homeless people in the town centre. On these occasions, staff have managed to deter the young people and discuss with them some of the issues affecting those who are homeless. During the build up to Bonfire night staff leafleted shops and takeaways with information for young people about various events taking place across the borough. Workers continue to develop positive relationships with local shopkeepers who display leaflets and posters when requested.

4.8 **Linacre Mission**

4.8.1 Young people continue to take part in a Knife Crime Programme looking at the impact on the community. This will be ongoing work due to the recent arms discharges in the Linacre area. The club offers open access with multiple activities. The current music programme has a group of
Agenda Item 10

4.9 SYMBOL

4.9.1 SYMBOL meeting took place on Thursday 14th November at Crosby Lakeside. The meeting was well attended with elected members, Head of Communities, a Locality Manager, staff from the Youth Team as well as staff from commissioned organisations all joining the young people. A full account will be included in the December report.

4.10 Youth Voice/MYP

4.10.1 Sefton’s Member of Youth Parliament (MYP) attended The House of Commons on Friday November 8th to join with other MYPs as they debated a variety of topics. As purdah regulations are currently in place the results will not be published until after the General Election.

4.11 Winner of Mayor Award – Special Thanks and Recognition (STAR) Awards

4.11.1 Sue Logie from Sefton’s Youth Service won the Mayors Awards at the recent Sefton Council STAR Awards for her contribution to LGBTQI+ work and hate crime. Sue puts the voices of the young people she supports at the forefront of the services she delivers. Her approach to youth engagement through New Beginnings LGBTQ+ has been recognised by the Local Government Association and presented at the Houses of Parliament where her brilliant youth engagement work was recognised at a national level.

5 Recommendations

5.1 It is requested that the SSCP notes the content of this report.