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Council

Wednesday, 21st March, 2018
at 2.00 pm

MEMBERS' ROOM DOCUMENTS

This meeting is open to the public

Members

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MEMBERS' ROOM DOCUMENTS

Agendas and papers are now available via the Council's website

11 DEVELOPMENT OF AN OFFER FOR CHILDREN WITH DISABILITIES
(Pages 1 - 14)

Report of Cabinet Member for Children's Social Care, proposing the implementation of a new eligibility criteria and short break offer for children with disabilities.

12 SAFE CITY STRATEGY 2017-2020 UPDATE (Pages 15 - 18)

Report of Cabinet Member for Health and Community Safety seeking approval for an updated and amended Safe City Strategy 2017-2020.

13 YOUTH JUSTICE STRATEGY 2017-20 UPDATE (Pages 19 - 24)

Report of Cabinet Member for Health and Community Safety seeking approval for an updated Youth Justice Strategy 2017-2020.

14 PROCUREMENT OF A CLIENT CASE MANAGEMENT SYSTEM (Pages 25 - 44)

Report of the Cabinet Member for Finance seeking approval for the procurement of a Client Case Management System.

Tuesday, 13 March 2018

SERVICE DIRECTOR, LEGAL AND
GOVERNANCE



Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of the budget proposals and consider mitigating action.

Name or Brief Description of Proposal	Consultation on four areas for children with disabilities
Brief Service Profile (including number of customers)	
<p>At present Short Breaks for disabled children are delivered across two different levels;</p> <ul style="list-style-type: none"> • for children who have been assessed by social care and determined to have a need for short breaks – this level of short breaks is commonly referred to as "assessed short breaks" or "Jigsaw (Children with Disabilities Team) short breaks" • for children who have not been assessed but have access to a "universal" offer of short breaks as a result of having a disability - this level of short breaks is commonly referred to as "Non-assessed short breaks" or "The Buzz Network (for all families of a child or young person with disabilities) short breaks". <p>At present around 1250 children with disabilities and their families are registered on the Buzz Network and around half this figure actually access non assessed short breaks. A further 150 receive an assessed short breaks package through Jigsaw.</p> <p>Short Breaks provide a break for the carer and allows the child/ young person to have a positive break with peers to attend an activity, scheme or overnight respite service. Many families opt to take their short break offer as a direct payment, which allows them choice and control relating to when and how they receive this break.</p> <p>A recent review of services identified a number of areas needing improvement to ensure services are equitable for all children with disabilities. The current approach provides a high level of support to some families, but restricted or no support for many other children and their families, who may have similar</p>	

levels of need. The review also identified the need to change the way resources are allocated to ensure an appropriate level of support is provided to children and their families on the basis of need. The current eligibility criteria would not support changes in these areas.

The consultation proposals were:

1. To implement a new eligibility criteria to provide a clear, consistent and equitable means of determining access to disabled children's services, based around four levels of need: Low, Medium, Substantial and Critical.
2. To redesign the Southampton short break offer aligning this with the new eligibility criteria
3. To seek views on the future name of "Jigsaw"
4. To see views on the future name of the "Buzz Network"

The proposed eligibility criteria has four levels; low, medium, substantial and critical.

Low: The child has low level additional needs that parents are able to meet through universal services and a network of family and friends. Parents may require signposting to the SEND Local Offer for information, advice and guidance about the universal services available.

Medium: The child has additional needs where parents require support above what is available at universal level e.g. Special Education Information, Advice and Support, Benefits, carers rights and short breaks from caring through specialist play schemes and clubs, or enhanced/adapted mainstream provision.

Substantial: The child has a learning or physical disability that significantly impacts on a child or family's ability to function. The impairment, chronic health or life limiting condition have a substantial impact on the quality of the child and their family's life and child would be unable to achieve outcomes without support from targeted services, coordinated by a lead professional.

Critical / Complex: The child has Learning disabilities within the moderate, severe or profound range OR a severe physical (including visual and hearing), health condition or impairment which is life limiting, or significantly affects, or is predicted to affect, everyday life functioning or a child's access to education (e.g. in a wheelchair, has adapted living, requires total personal care support, requires communication aids) and their ability to achieve outcomes appropriate to their age related potential.

The funding for non-assessed (Buzz Network) short breaks initially was provided under the Aiming High for Disabled Children programme. This funding is now included in the overall funding envelope provided to the Local

Authority. The 2011 Short Breaks Regulations and Section 27 of the Children and Families Act 2014 require consideration by local authorities of whether services are 'sufficient' to meet the needs of families in their area including a duty to provide short breaks to children with disabilities.

In Southampton the Buzz Network budget is £480,000. This funding is used to deliver the following provision: direct payments, grant funded community activities, specialist playschemes and one to one outreach support.

The current budget for assessed Short Breaks is £935,000. This funding is used to deliver the following provision: specialist residential overnight services, outreach or support in the home and direct payments.

The changes proposed are intended to be cost neutral albeit distributed differently across the new eligibility levels. To enable proposals to be consulted on and plans to be developed and implemented following the consultation, the current contracting arrangements for the services have been extended to October 2018.

In October 2017 there were 1,249 children and young people registered on the Buzz Network aged between 0 and 19 years. The following provides some key information on age, ethnicity, gender and disability.

Age

Age Group	No. C&YP	% of total
0-4 years	251	20.0%
5-9 years	419	33.5%
10-14 years	376	30.1%
15-18 years	203	16.3%
Total	1249	

Gender

Gender	No. C&YP	% of total
Female	313	25.1%
Male	936	74.9%
Total	1249	

Ethnicity

Ethnicity	No. C&YP	% of total (known)
White British / Irish	644	79.7%
White Other	31	3.8%
Any Mixed Background	58	7.2%
Black African or Caribbean Background	18	2.2%
Asian Background	51	6.3%
Any other Ethnicity	6	0.7%
Unknown (not collected/provided)	441	
Total (known)	808	

Geography

The categories below are based on children's centre areas.

Area	No. C&YP	% of total
Bassett & Lordswood	26	2.1%
Bitterne Park	86	6.9%
Central	70	5.6%
Freemantle	49	3.9%
Lordshill	153	12.2%
MRM	150	12.0%
North Shirley	90	7.2%
Portswold & Bevois	61	4.9%
Sholing	85	6.8%
Swaythling	73	5.8%

Thornhill	107	8.6%
Townhill & Harefield	89	7.1%
Weston	59	4.7%
Woolston	98	7.8%
Outside Southampton	53	4.2%
Total	1249	

Disability

The table below shows the number and percentage of children and young people registered on the Buzz network by broad disability type. This is self-declared by the parent/carer when they sign their child up and they can include multiple disabilities (hence the total figures add up to more than the 1249 individual members).

Disability Type	No. C&YP	% of total
Autism	629	50.4%
Learning Disability	221	17.7%
Physical Disability	139	11.1%
Sensory Disability	76	6.1%
Challenging Behaviour	292	23.4%
Other	245	19.6%
Total Buzz Members	1249	

The proposal is to redesign the offer of short breaks around the 4 levels of need described in the eligibility criteria in order to provide a more equitable, consistent offer of short breaks which is based on need and better integrated with universal provision, particularly for families at the low and medium levels, as follows:

- **Low** – Children who have low levels of additional needs will be able to access universal services and adaptations. The suite of mainstream clubs and activities in and around Southampton is available on the Southampton Information Directory -

<http://sid.southampton.gov.uk/kb5/southampton/directory/home.page>

- **Medium** - Families not receiving an individual package of support via services at the substantial and critical level will have access to a Short Breaks card which offers easy access to a range of concessions or discounts negotiated across the city. This recognises that these children are able to access the majority of services available to all children.

Additionally, the Short Breaks Card will offer booking rights into subsidised activities, in and around Southampton. The short breaks programme will fund two main types of activities:

- Specialist Activities – run specifically for children and young people with moderate needs.
 - Support to attend mainstream activities, play schemes, clubs and groups.
- **Substantial** – Family’s needs who are assessed to be substantial will be supported through the relevant social care team. These teams will carry out an assessment of need for the child and their family. If eligible the family will receive an individual package of support through a Personal Budget. This might include:
 - Access to commissioned services, specifically for those at the substantial or critical level, for example Individual support in the home or community (e.g. outreach)
 - Direct Payments - to purchase individual support in line with the personal budget and direct payment policy. Families may wish to use their direct payment to purchase subsidised services made available through the grant making process (for those at medium level). They may also be able to access the non-assessed short break activities at a subsidised rate, purchased through direct payments. Access to these services will be using funding within their package of support and **not in addition** to it. Access will also be dependent on capacity with priority given to those at the medium level.
 - **Critical / Complex** – Families open to the JIGSAW Children with Disabilities Team will have an assessment of needs and if eligible will receive an individualised package of support through a Personal Budget. This might include;
 - Access to commissioned services, specifically for those at the substantial or critical level, for example
 - Individual support in the home or community (e.g.

outreach)

- Family based overnight and day care (e.g. short break fostering)
- Residential overnight short breaks
- Direct Payments - to purchase individual support in line with the personal budget and direct payment policy. Families may wish to use their direct payment to purchase subsidised services made available through the grant making process (for those at medium level). They may also be able to access the non-assessed short break activities at a subsidised rate, purchased through direct payments. Access to these services will be using funding within their package of support and **not in addition** to it. Access will also be dependent on capacity with priority given to those at the medium level.

A period of engagement has already been undertaken with families to inform development of the proposals for a redesign of the short breaks offer and the eligibility criteria.

Finally with regard to Jigsaw (integrated health and social care team), the service will be broadened to include all children at the critical level of the new eligibility criteria. This will include children with severe physical and/or sensory impairment (hearing and visual impairment) needs without a learning disability who currently do not have access to Jigsaw. The service offer will remain unchanged; however we are consulting on the name of the service to ensure that it remains relevant to children and families.

Summary of Impact and Issues

Eligibility Criteria:

There will be a much clearer, consistent and equitable means of determining access to disabled children's services which is entirely based on need, as identified by the impact of the child's disability on their life and that of their families.

Short Breaks:

The offer will be redesigned in line with the proposed eligibility criteria to provide access to short breaks based on need. Some families will receive more short breaks (as described below under "positive impacts"); however some will see a reduction in service:

- One2One services and the option of a direct payment will end for all families whose needs are considered to be at the medium level (Buzz Network Families).
- Families who receive an assessed package at the critical level (JIGSAW) will no longer be entitled to have a non-assessed package as an addition to what they receive through the assessed route.

It is anticipated that overall around 650 children & young people will experience a reduction in the services they can access.

Jigsaw:

The eligibility criteria will be extended to include all families at the critical / complex level. This will mean that children with severe physical and/or sensory impairment (hearing or visual impairment) needs who do not have a learning disability will have access to the service. It is estimated that this will be around 30 additional families.

Potential Positive Impacts

The proposals seek to provide an offer of short breaks that is a fairer and more equitable needs led approach for all children with disabilities. This will provide a positive impact for all children and families currently not able to access services, or the appropriate services. For example an estimated 30 children will now be able to access services at a critical / complex level, 150 at the substantial level and around 850 will gain access at the medium level.

	Total estimated will be at this level	Estimates number receiving an enhanced services
Low	5,000	5,000
Medium	1,350	850
Substantial	150	150
Critical / Complex	285	30
Total	6,785	1,030 (not including those at the low level)

Responsible Service Manager	Sandra Jerrim, Senior commissioner, Integrated Commissioning Unit.
Date	09 March 2017
Approved by Senior Manager	Hilary Brooks,
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<p>The Buzz Network service users are all aged between 0 and 19 years of age. 20% of children are aged 0-4 years, 34% are 5-9 years, 30% are 10-14 years and 16% are 15-18 years. Therefore there will be a larger impact on children aged 5-14 years.</p> <p>Removal of the One2One and direct payment option will mean that families at the medium level have less flexibility to purchase their own short breaks to suit their child's age related needs and preferences.</p>	<p>Through the grant funding process intended to supplement activities at the medium level, suitable checks can be incorporated to ensure services are available across all age groups and provide a range of activities which suit children of different ages.</p>
Disability	<p>There are a range of different disabilities. There is potentially a larger impact on those with autism as 50% of those who use the Buzz Network report this as one of their disabilities.</p> <p>Removal of the One2One and direct payment option will mean that families at the medium need level have less flexibility to purchase their own short breaks to suit their child's own disability related needs and preferences.</p> <p>There will however be increased access (positive impact) for those families with greater needs at the substantial level and for new cases able to access the critical level.</p>	<p>Decisions on grant funding for community providers and commissioned services at the medium level will take into account the need for a range of activities which suit children with different needs, particularly autism, as a result of disability.</p>
Gender Reassignment	No identified negative impacts.	N/A
Marriage and Civil Partnership	No identified negative impacts.	N/A
Pregnancy and Maternity	No identified negative impacts.	N/A
Race	17% of the current users of the Buzz Network are from non-white ethnic groups, rising to 20% for all groups	Having a wider range of community provision at the low and medium levels of need will

	<p>other than White British.</p> <p>Removal of the One2One and direct payment option means that some families at medium level will have less flexibility to purchase short breaks that meet their own individual needs and family circumstances.</p>	<p>provide more opportunities for some families to access services more appropriate to their own individual needs and circumstances. A key aim of the redesign at these levels is to ensure that short breaks are better integrated into local community provision as opposed to being separate, distinct disability provision. This will provide opportunities for better linking into particular communities, like BME.</p>
Religion or Belief	No identified negative impacts.	N/A
Sex	<p>Buzz Network demographics show that 75% of service users are male, 25% female so there will be more of an effect on males.</p>	<p>While there are no currently identified negative impacts this will need to remain under review and can be covered in conditions set out when grants are awarded or services commissioned at the medium level of need.</p>
Sexual Orientation	No identified negative impacts.	N/A
Community Safety	No identified negative impacts.	N/A
Poverty	<p>Families who have children with disabilities are more likely to be subject to financial pressures and poverty. Families with low incomes who experience a reduction in the services they receive may find it hard to adapt to the change.</p> <p>Families may be asked to pay a contribution towards the expanded range of community provision whereas the One2One support and option of a direct payment which they may be accessing</p>	<p>Families who experience a reduction in services will be considered for a review (at critical /substantial levels) or assessment (at medium level).</p> <p>Equity of access will ensure those with highest need have</p>

	<p>currently are both free to families.</p>	<p>access to the right services to support them, including those facing financial pressures.</p> <p>The Council will make it a condition of funding to community activity providers that they make provision within their grant application for a 'hardship' fund to enable children to access if their families are in financial difficulties.</p>
<p>Other Significant Impacts</p>	<p>Parents who work and use the short break time as child care, particularly during school holidays may need to find alternative child care arrangements. This can be particularly difficult for families of disabled children to find child care with suitable training and ability to support their child's individual needs.</p>	<p>Families and children will be able to request reviews if they feel the changes are having a negative impact. This will include a parent carer assessment to ensure the parent is supported to maintain their employment.</p> <p>We will ensure that there continue to be short break opportunities during holidays.</p> <p>We will work with the Early Years Team to ensure that families are able to access other child-care options such as the 2/3/4 year old funding and child minders who are well trained to support children with disabilities. The Early years Child Care Team</p>

		is able to provide information as to which child minders are specifically trained to support disabled children.
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Data Protection Impact Assessment Report

1 Project Title

Review and Redesign of Short Breaks in Southampton

2 Project Description

The Short breaks Review and Redesign (R&R) project aims to review the current approach to the provision of Short Breaks and redesign the service in response to the review findings.

3 Service Area

Integrated Commissioning Unit

4 Privacy Risks Identified

- a) Personal Information will not be fairly and lawfully processed.
 - i. As consent is being relied on as the legal basis for processing, this needs to be compliant with the Council's obligations under the General Data Protection Regulation (EU) 2016/679 ("the GDPR").

5 Privacy Risk Solutions

- a) Personal Information will not be fairly and lawfully processed.
 - i. In order to be compliant with the GDPR, the service area must ensure the following:
 - Consent must be freely given, specific, informed, and unambiguous
 - Consent must be given by a clear affirmative action
 - The service area must be able to demonstrate that the data subject has consented to the processing.

- The request for consent must be presented in a manner which is clearly distinguishable from other matters, in an intelligible and easily accessible form, using clear and plain language.
- The data subject can withdraw their consent at any time, and the service area must ensure it is as easy to withdraw consent as it is to give it.

6 Privacy Risk Outcomes

- a) Personal Information will not be fairly and lawfully processed.
 - i. Risk eliminated

7 Comments and Further Recommendations

The above risks and solutions are in addition to the risks already identified and addressed within the DPIA document itself (and subsequent correspondence).

The measures put in place in respect of these have been deemed to be adequate on review.

8 Sign-Off

PIA reviewed by: Chris Thornton, Information Lawyer (Data Protection Officer)

PIA Report agreed with Information Asset Administrator on: 17th August 2017

PIA Report agreed with Senior Information Risk Owner on: N/A

Review of measures to be carried out on: 1st April 2018



Equality and Safety Impact Assessment

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of the budget proposals and consider mitigating action.

<p>Name or Brief Description of Proposal</p>	<p>The aim of the Safe City Strategy is to reduce crime and keep people safe by working collaboratively with partners across the city.</p>
<p>Brief Service Profile</p> <p>The Southampton Safe City Partnership co-ordinates multi-agency action to improve lives and foster stronger communities by reducing crime, anti-social behaviour, alcohol misuse and supply, and the use and harm caused by drugs throughout the city. Partners include the five statutory authorities; Hampshire Constabulary, Southampton City Council, Hampshire Fire and Rescue, Probation Services and Southampton Clinical Commissioning Group.</p> <p>In addition, there are representatives from the Youth Offending Service, Southampton Voluntary Services and the Integrated Commissioning Unit. Progress is recorded against the Safe City Strategy and key actions are implemented by partners to help achieve our objectives</p> <p>The Community Safety Needs Assessment is published on an annual basis, and identifies areas of crime across the city. As a result, the objectives agreed by partners reflect the recommendations made in the latest needs assessment, to reduce crime and keep Southampton safe.</p>	
<p>Summary of Impact and Issues</p> <p>This strategy focuses on four priorities identified by the Partnership as key areas for tackling crime and offending citywide. They consist of:</p> <ul style="list-style-type: none"> • Reducing crime, reoffending and antisocial behaviour; • Reducing the harm caused by drugs and alcohol; • Protecting vulnerable people; and • Reducing youth crime. <p>As such, there are issues to consider while delivering this strategy, namely, the impact on people who have been a victim of crime or affected by it in some way, protecting vulnerable people who could be vulnerable to becoming a victim of crime, and those who offend who may have complex needs.</p>	

Potential Positive Impacts	
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Positive impacts will be the reduction of crime citywide, ensuring that Southampton is a safer place for people to live and work. This supports all of the council's priority outcomes, as it will support economic growth, ensure children and young people get the best start in life, help people in Southampton to live safe, healthy and independent lives, and ensure Southampton is an attractive and modern city where people are proud to live and work.	
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Responsible Service Manager	Felicity Ridgway – Service Lead: Policy, Partnerships and Strategic Planning
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Date	
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Approved by Senior Manager	Emma Lewis – Service Director: Intelligence, Insight and Communication
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Date	
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Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	One of the key themes of focus in the Safe City Strategy is to reduce youth crime and make Southampton a child-friendly city through restorative practices. Therefore, the strategy is mindful of how victimisation and offending can impact young people in early life.	The new Targeted and Restorative Service, incorporating the YOS and Education Welfare Service, will be working with agencies across the partnership to map existing restorative approaches, improve ways of working with families and ensure that child friendly approaches are adopted to improve accessibility and service outcomes.
Disability	Implementing the proposed changes to the strategy is expected to have a positive impact on community safety for all, whilst having due regard for removing or minimising discrimination against disadvantages suffered by people due to their protected characteristics.	N/A
Gender Reassignment		N/A
Marriage and Civil Partnership		N/A
Pregnancy and Maternity		N/A
Race	The majority of hate crimes nationally were race hate crimes (78%), 11% were sexual orientation related, 7% were religious hate crimes, 7% of hate crimes were disability related and 2% were transgender hate crimes. The strategy is expected to have a positive impact on community safety for all by encouraging victims of hate crime to report incidences through proper reporting centres. .	Southampton City Council and the Police continue to have a leading role in monitoring and reporting Hate crime, with the police developing 3 rd party reporting centres to ensure the level of reporting does not deteriorate.
Religion or Belief	Implementing the proposed changes to the strategy is expected to have a positive impact on community safety for all, whilst having due regard for removing or	N/A
Sex		N/A
Sexual		N/A

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Orientation	minimising discrimination against disadvantages suffered by people due to their protected characteristics.	
Community Safety	The strategy's focus is to improve community safety and will therefore have a positive impact in this area.	N/A
Poverty	Begging and rough sleeping continue to be an issue in Southampton and it is important to support those with an addiction or who need help to find accommodation. However, aggressive begging and associated antisocial behaviour should be addressed with enforcement.	The council's Homelessness Outreach Team ensures support is available, engaging with people and encouraging them to make use of the city's relevant support services.
Health and Wellbeing	Substance misuse and dependency effects can have a societal impact, with some people who use substances problematically having links to criminal activity and a high number of offences committed whilst the offender is under the influence of alcohol.	The Drugs Strategy and Alcohol Strategy are in place with the underlining objective to reduce the harm caused by drugs and ensure that alcohol is consumed responsibly.
Other Significant Impacts	Implementing the proposed changes to the strategy is expected to have a positive impact on community safety for all, whilst having due regard for removing or minimising discrimination against disadvantages suffered by people due to their protected characteristics.	N/A



Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

Name or Brief Description of Proposal	Proposal: Council approval of 2017 –20 Southampton Youth Offending Service Youth Justice Strategic Plan
Brief Service Profile (including number of customers)	
Southampton Youth Offending Service works with young people in the city, aged between 10 and 17 years, who have offended. The service also works with parents and victims of crime. It is not possible to identify exactly how many young people the service will work with during the 3 year cycle of the strategy as the service is responsive to crime that is committed and young people referred to us by a) the police as part of our Out of Court work or b) via Court Ordered intervention. In 2016-17, the service worked with 229 young people across a range of 258 community and custodial sentences	
Summary of Impact and Issues	
It is a statutory requirement that Youth Offending Teams publish a Youth Justice Strategic plan. The Youth Justice Board requires that plans cover: <ul style="list-style-type: none"> - Strategic priorities for the coming year. - Commentary on resourcing. - Commentary on risks to future delivery. - Analysis of performance and, where appropriate, strategies for performance improvement. <p>The strategic priorities for 2017-20 address:</p> <ul style="list-style-type: none"> - Reducing Youth Crime. 	

- Reducing first time entrants into the Youth Justice System.
- Reducing Reoffending.
- Reducing custody rates

Service development during this time will focus on alignment of the YOS with other services within the new Targeted and Restorative Service with an aim to achieve consistent, effective practice with a strong focus on the views of young people and their families. We aim to work effectively with 'high priority' groups including children looked after and custody leavers

Furthermore, underpinning all of this will be an aim to promote and develop a child friendly approach underpinned by principles of Restorative Practice with which we hope other agencies working in the city will embrace and engage.

Potential Positive Impacts

Potential positive impacts are identified as:

- The plan supports Southampton Youth Offending Service performance against national and local indicators and gives clarity around how the service will work with partners to improve outcomes for children and young people in Southampton.
- The plan underpins local strategic responses to key changes in policy that will impact upon service provision for children and young people in contact with the service.
- The plan aligns the service's strategic vision with the priorities of both the Local Authority and partner agencies, strengthening responses around safeguarding, community safety and restorative practice.

Responsible Service Manager	Jon Gardner
Date	02/03/18
Approved by Senior Manager	Phil Bullingham
Date	06/03/18

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	The service works with young people aged 10 to 17 years (and some young people who turn 18	The YOS continues working with the Youth Justice Board to review its re-offending

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>whilst subject to intervention)</p> <p>Based on the most recent 2016/17 data:</p> <p>12.2% are 10 – 13</p> <p>9.8% are 14</p> <p>23.8% are 15</p> <p>20.7% are 16</p> <p>33.5% are 17+</p>	<p>intervention work to check that the needs of specific age groups are adequately addressed.</p> <p>Bespoke provision can be offered to young children- and we will also take into account maturity when developing such intervention.</p>
Disability	<p>Disabilities would be identified in the first instance through ASSET+ assessments completed by YOS Officers.</p> <p>Thereafter, there are specialist health and education staff based within the team and processes and protocols are in place to refer to appropriate partners.</p> <p>The YOS base has disabled access for 1:1 meeting rooms, the group room and toilet.</p>	<p>Speech, Language and Communication Needs training has been delivered and the YOS received praise for this in the 2017 Ofsted SEND inspection. Our engagement with SLCN Services has recently been reviewed and access to LAC Health Nurse provision has also been reviewed.</p>
Gender Reassignment	<p>This information would normally be identified by the YOS officer working with the young person or an external health worker.</p>	<p>The YOS information system, Child View enables officers to record relevant information for young people, as appropriate.</p>
Marriage and Civil Partnership	<p>This information would normally be identified by the YOS officer working with the young person. Currently, one young person open to the YOS is married</p>	<p>No negative impact identified.</p> <p>Young people can undertake healthy relationships work with a health professional</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Pregnancy and Maternity	This information would normally be identified by the YOS officer working with the young person or a health worker.	<p>identified by the YOS.</p> <p>Young people can undertake healthy relationships work with an appropriate health professional identified by the YOS.</p> <p>Young women who are pregnant would be offered intervention specific to their needs.</p>
Race	<p>Based on the most recent data for statutory cases:</p> <p>82% described themselves as white; 9.16% as mixed race; 5.6% as Asian; 2.2% as black British.</p>	Diversity training was last delivered to the team as a whole in 2015 by the previous YOS Manager and will be a training target in 2018/19 appraisal targets.
Religion or Belief	As part of ASSET assessment completion, young people are asked about their religious beliefs.	<p>The Lammy Review of 2017 indicated that collation of Religious data was inconsistent across all criminal justice agencies. The SYOS Manager has led on a review of the Lammy Review for the Local Criminal Justice Board and recommended partner agencies await outcome of government response before co-ordinating a joined up approach across the county.</p> <p>In the interim, YOS intervention would be sensitive to the requirements of particular</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		religious beliefs i.e. we would schedule appointments around particular times of prayer.
Sex	Based on 2016-17 data for statutory cases: 81.1% of young people known to the service are male and 18.9% female.	Bespoke sessions have been offered for girls in the past and will be arranged as part of future provision.
Sexual Orientation	This information would normally be identified by the YOS officer working with the young person or a health worker.	Young people can ask for advice and guidance from a health worker identified by the YOS. The YOS will facilitate and support appropriate referrals.
Community Safety	The service is based centrally in Southampton. At points, there can be 'area tensions' between groups of young people. The service also responds to local trends such as, County Lines, knife crime and peer group violence	<p>There is a multi-agency Weapons Awareness Strategy in place to address local trends related to this type of offending and the YOS is facilitating multi-agency meetings to ensure peer group violence is addressed in an integrated fashion with partners.</p> <p>If young people themselves have specific problems this is managed by young people reporting issues to their officers who, in turn, liaise with the seconded police officer and implement local bespoke risk management plans.</p>
Poverty	There is a high rate of youth unemployment in the YOS cohort and many come from disadvantaged backgrounds.	The YOS can provide practical support to attend sessions (i.e. bus tokens and Basics Bank vouchers).

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		Relevant cases are referred into the local Troubled Families initiative, Families Matter.
Health & Wellbeing	There are specialist health and education staff based within the team and processes and protocols are in place to refer to appropriate partners	Processes are in place to refer young people to local health service providers identified by Asset+ assessment.
Other Significant Impacts	N/A	N/A



Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

Name or Brief Description of Proposal	Client Case Management system for Children’s & Adults services
Brief Service Profile (including number of customers)	
The proposal is to gather requirements, procure, award, develop, design, configure, test, migrate data, data cleanse and implement a Client Case Management system. This will impact on all individuals open to Children’s and Adult’s services in that we will be changing the way we record and store their data. It should not have a direct impact on our customers/service users.	
Summary of Impact and Issues	
The impact will be low, but we could implement a new system which improves our visibility of the individuals in our system. This could mean we undertake targeted, restorative work to prevent escalation through our processes. Individual may be contacted on a more proactive basis to offer support or suggest services that could be accessed.	
There is likely to be a drive to increase the level of self-service and while the council would expect most people to find digital access to services quicker, easier and cheaper than other methods, it is possible that some will find digital services harder to use. The council will therefore need to mitigate this by continuing to provide alternative means of access such as a telephone number, face-to-face meetings or large-type web pages.	
This impact is most likely to be felt by older people, who may not have high levels of digital skills; those with disabilities that inhibit use of digital devices such as smartphones; and those on low incomes, who may not own or have	

access to digital devices. Our processes should reflect that not all have access to digital technology and there should be an awareness that not all are able. An increase in our capability to offer self-service options should not prohibit the most vulnerable from accessing our service.

Potential Positive Impacts

We should be able to respond quicker to the most vulnerable in our society. Our processes should be more streamlined and we are hoping to improve the self-service function for those who are able. We should be able to complete assessments more quickly and provide a way of other professionals inputting in a more seamless way. This means that decisions could be made more quickly and be more accurate. The DP process could become more streamlined.

Citizens could be able to access information to signpost them towards support services or self-help suggestions.
 The positive impacts are dependent upon which service we go with.
 The potential availability of digital access will mean that customers are able to engage with the council and its services at a time and place that suits them, rather than the council.

This could, for example, avoid the need for someone with mobility difficulties to have to make a visit to a council office in person.

If we have portal provision, which has been an option with some of the supplier demonstrations we have seen, then it is likely that there will be more opportunities for children and young people to be involved in their care planning. In addition, adults using our services could have the opportunity to be more involved in the process of their assessments, care planning and provisions.

Responsible Service Manager	Hilary Brooks, Paul Juan, James Strachan, Stephanie Ramsey.
Date	02/03/2018
Approved by Senior Manager	
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	Some older people may lack digital skills or familiarity with new technology	Maintain availability of telephone numbers and other non-digital contact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	Children and young people could have the opportunity to engage with their care planning.	options; promote accessible options such as 'large type' web pages and voice recognition; promote digital skills initiatives This is a positive and should be encouraged.
Disability	People with certain disabilities may experience difficulty in use of digital services or problems with reading online information. For those with certain impairments access to advice and information via digital channels may be improved.	Maintain availability of telephone numbers and other non-digital contact options; promote accessible options such as 'large type' web pages, easy to read versions, visual prompts and voice recognition; promote digital skills initiatives.
Gender Reassignment	N/A	N/A
Marriage and Civil Partnership	N/A	N/A
Pregnancy and Maternity	We will record and retain this information if the individual is open to the service or is a safeguarding concerns.	N/A – this is the same as current processes.
Race	We may collect ethnicity information about our service users, foster carers and adopters, but this will not be published.	This should not influence decision making unless it is for positive placement purposes. Will assist in identification of culturally appropriate services
Religion or Belief	Information will be collected as part of processes.	This should not influence decision making unless it is for positive placement purposes.
Sex	Information will be collected as part of processes.	Given the nature of some of the cases, it may be necessary to use this information from time to time to exclude individuals from a service users care (i.e. abuse

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		cases).
Sexual Orientation		
Community Safety	Information recorded here may need to be shared with the police to ensure safety of those in the community. It might also need to be shared with other professionals if the nature of the information could put them at risk.	This should only be shared if there is a risk to the safety of those in the community.
Poverty	<p>This can be used as an indicator for requirement for Early Help services or general support.</p> <p>Some people may not be able to afford digital devices</p>	<p>It should not be used to make judgements on all individuals, but if this is present in line with other identifying factors (or qualifying criteria for troubled families), then could be used to proactively identify where services should be prioritised.</p> <p>Maintain availability of telephone numbers and other non-digital contact options; maintain free internet access in council locations such as libraries; promote universal mobile and broadband coverage, and free Wi-Fi access in city centre locations; promote digital skills initiatives.</p>
Health & Wellbeing	Positive impact if there is better integration with health colleagues. Particularly where there are integrated teams.	Positive.
Other Significant Impacts	DPIA – extensive collection and storing of personal information.	Complete DPIA form.

DRAFT

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What is a Data Protection Impact Assessment?

A Data Protection Impact Assessment (“DPIA”) is a process that assists organisations in identifying and minimising the privacy risks of new projects or policies.

Projects of all sizes could impact on personal data.

The DPIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly.

Conducting a DPIA should benefit the Council by producing better policies and systems, and improving the relationship with individuals.

Why should I carry out a DPIA?

Carrying out an effective DPIA should benefit the people affected by a project and also the organisation carrying out the project.

Whilst not a legal requirement, it is often the most effective way to demonstrate to the Information Commissioner’s Officer how personal data processing complies with data protection legislation.

A project which has been subject to a DPIA should be less privacy intrusive and therefore less likely to affect individuals in a negative way.

A DPIA should improve transparency and make it easier for individuals to understand how and why their information is being used.

When should I carry out a DPIA?

The core principles of DPIA can be applied to any project that involves the use of personal data, or to any other activity that could have an impact on the privacy of individuals.

Answering the screening questions in **Section 1** of this document should help you identify the need for a DPIA at an early stage of your project, which can then be built into your project management or other business process.

Who should carry out a DPIA?

Responsibility for conducting a DPIA should be placed at senior manager level. A DPIA has strategic significance and direct responsibility for the DPIA must, therefore, be assumed by a senior manager.

The senior manager should ensure effective management of the privacy impacts arising from the project, and avoid expensive re-work and retro-fitting of features by discovering issues early.

A senior manager can delegate responsibilities for conducting a DPIA to three alternatives:

- a) An appointment within the overall project team;
- b) Someone who is outside the project; or
- c) An external consultant.

Each of these alternatives has its own advantages and disadvantages, and careful consideration should be given on each project as to who would be best-placed for carrying out the DPIA.

How do I carry out a DPIA?

Working through each section of this document will guide you through the DPIA process.

The requirement for a DPIA will be identified by answering the questions in **Section 1**. If a requirement has been identified, you should complete all the remaining sections in order.

The Data Protection Impact Assessment Statement in **Section 7** should be completed in all cases, and a copy of this document should be sent to the Information Lawyer (Data Protection Officer) to record and review.

The Information Lawyer (Data Protection Officer) will review the DPIA within 14 days of receipt, and a draft DPIA report will be issued within 28 days. The report will confirm whether the proposed measures to address the privacy risks identified are adequate, and make recommendations for additional measures needed.

These measures will be reviewed once in place to ensure that they are effective.

Advice can be found at the beginning of each section, but if further information or assistance is required, please contact the Information Lawyer (Data Protection Officer) on 023 8083 2676 or at information@southampton.gov.uk.

Section 1 - Screening Statements

The following statements will help you decide whether a DPIA is necessary for your project.

Please tick all that apply.

The project will involve the collection of new information about individuals.

The project will compel individuals to provide information about themselves.

Information about individuals will be disclosed to organisations or people who have not previously had routine access to the information.

You are using information about individuals for a purpose it is not currently used for, or in a way it is not currently used.

The project involves you using new technology which might be perceived as being privacy intrusive. For example, the use of biometrics, facial recognition, or profiling.

The project will result in you making decisions or taking action against individuals in ways which can have a significant impact on them.

The information about individuals is of a kind particularly likely to raise privacy concerns or expectations. For example, health records, criminal records, or other information that people would consider to be particularly private.

The project will require you to contact individuals in ways which they may find intrusive.

The project involves making changes to the way personal information is obtained, recorded, transmitted, deleted, or held.

If any of these statements apply to your project, it is an indication that a DPIA would be a useful exercise, and you should complete the rest of the assessment, including the Data Protection Impact Assessment Statement in **Section 5**.

If none of these statements apply, it is not necessary to carry out a DPIA for your project, but you will still need to complete the Data Protection Impact Assessment Statement in **Section 5**.

Section 2 - Identifying the Need for a DPIA

Briefly explain what the project aims to achieve, what the benefits will be to the Council, to individuals, and to other parties.

Section 3 - Describe the Information Flows

The collection, use, sharing, and deletion of personal data should be described here.

Section 4 - Identifying the Privacy Risks

Answering the questions below will help identify the key privacy risks, and the associated compliance and corporate risks.

The questions cover the key data protection principles, and whilst all may not be relevant to your project, they may prompt you to consider areas of risk which aren't initially apparent.

Principle 1

Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.

What personal data will be collected and/or shared?

With whom will the personal data be shared?

How will individuals be told about the use of their personal data?

Conditions for processing

For all data (tick all that apply):

The data subject has given consent to the processing.

The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The processing is necessary for compliance with a legal obligation to which the Council is subject.

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Does your project involves the processing of the following?

Tick all that apply:

data revealing racial or ethnic origin

political opinions

religious or philosophical beliefs

trade-union membership

genetic data or biometric data for the purpose of uniquely identifying a natural person

data concerning health

data concerning a natural person's sex life or sexual orientation

If so, which of the following apply?

The data subject has given explicit consent to the processing.

The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the Council or of the data subject in the field of employment and social security and social protection law.

The processing is necessary for the establishment, exercise, or defence of legal claims, or whenever courts are acting in their judicial capacity.

The processing is necessary for reasons of substantial public interest.

The processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services.

The processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices.

The processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

If you are relying on consent to process personal data, how will this be collected and recorded?

What will you do if consent is withheld or withdrawn? How will this be recorded?

Can an alternative condition for processing (see page 7) be used instead of consent? If yes, please provide details. See conditions on page 6 for options.

How will individuals be informed at the point of collection about how their personal data will be used?

Will any personal data be published on the Internet or in other media? If yes, please provide details.

Will a third party contractor be processing the personal data on our behalf, or involved at any stage in the data processing process?

Principle 2

Personal data shall be collected for specified, explicit, and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.

Do you envisage using the personal data for any other purpose in the future? If so, please provide details.

Principle 3

Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

Are you satisfied that the personal data processed is of good enough quality for the purposes proposed? If not, why not?

Is there any personal data that you could not use, without compromising the needs of the project? If yes, please provide details.

How will you ensure that only personal data that is adequate, relevant, and not excessive in relation to the purpose for which it is processed?

Principle 4

Personal data shall be accurate and, where necessary, kept up to date.

Are you able to update and amend personal data when necessary, after it has been collected and recorded? Please provide details.

How will you ensure that personal data obtained from individuals or other organisations is accurate?

Principle 5

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

What retention periods are suitable for the personal data you will be processing?

How will you ensure the personal data is deleted in line with your retention periods?

What processes will be put in place for the destruction of the personal data?

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act.

If an individual requested a copy of the personal data held about them, detail how this would be provided to them.

If the project involves marketing, have you got a procedure for individuals to opt out of their personal data being used for that purpose?

Principle 7

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Where, and in what format, will the personal data be kept?

Will an IT system or application be used to process the personal data? Please provide details.

How will this system provide protection against security risks to the personal data?

What training and instructions are necessary to ensure that staff know how to operate the system securely?

Will staff ever process the personal data away from the office (e.g. via paper files, on laptops, tablets, or smart phones)? If so, please provide details.

How will access to the personal data be controlled?

Principle 8

Personal data shall not be transferred to a country or territory outside the European Economic Area (EEA) unless that country or territory ensures and adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Will the project require you to transfer personal data outside of the EEA? If yes, please provide details.

If you will be making transfers, how will you ensure that the personal data is adequately protected?

If a contractor is being used to process the personal data, where are they (and their data stores) based?

Section 5 - Data Protection Impact Assessment Statement

This statement must be completed for all projects, regardless of whether a DPIA was deemed to be necessary on completion of the screening questions in Section 1.

Name:

Position:

Project Summary:

Estimated date of project completion:

Please choose one of the following options:

None of the screening statements in Section 1 of this document apply to the above project, and I have determined that it is not necessary to conduct a Data Protection Impact Assessment.

Some of the screening statements in Section 1 of this document apply to the above project, and a need to carry out a Data Protection Impact Assessment was identified. The assessment has been carried out, and the outcomes will be integrated into the project plan to be developed and implemented.

Date:

Once completed, please send a copy of this document to Corporate Legal.

Email: information@southampton.gov.uk

Internal post: Corporate Legal, Civic Centre, Municipal, Ground Floor West

Document Information

Title: Data Protection Impact Assessment

Author: Chris Thornton, Senior Legal Assistant (Information)

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Agreed by: Information Governance Board on behalf of the Council's Management Team

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26/05/17 - Version 2.7 - Reviser: Chris Thornton - Changes made to consent to reflect GDPR