



CABINET

3 April 2019

A meeting of the CABINET will be held on Thursday, 11th April, 2019, 6.00 pm in Committee Room 1 - Marmion House

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of Previous Meeting** (Pages 5 - 8)
- 3 Declarations of Interest**
To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.
- 4 Question Time:**
To answer questions from members of the public pursuant to Executive Procedure Rule No. 13
- 5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules** (Pages 9 - 16)
(Report of the Chairs of the Corporate Scrutiny Committee and the Infrastructure Safety and Growth Scrutiny Committee)
- 6 Motor Neurone Disease Charter** (Pages 17 - 32)
(Report of the Portfolio Holder for Communities and Partnerships)
- 7 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

8 To receive a Confidential update from the Chair of the Infrastructure Safety & Growth Scrutiny Committee

Yours faithfully

A handwritten signature in black ink, appearing to be 'ADG', followed by a long horizontal line extending to the right.

Chief Executive

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.

If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: D Cook, M Cook, R Pritchard, J Chesworth and S Doyle.

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MINUTES OF A MEETING OF THE CABINET HELD ON 21st MARCH 2019

PRESENT: Councillor D Cook (Chair), Councillors R Pritchard (Vice-Chair), J Chesworth and S Doyle

The following officers were present: Andrew Barratt (Chief Executive), Anica Goodwin (Executive Director Organisation), Rob Barnes (Executive Director Communities), Matthew Bowers (Assistant Director Growth & Regeneration), Sarah McGrandle (Assistant Director Operations and Leisure), Michael Buckland (Head of Revenues) and John Day (Corporate Performance Officer)

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Cook

12 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 25th February 2019 were approved and signed as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor J Chesworth)

13 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

14 QUESTION TIME:

None

15 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

None

16 CORPORATE PLAN 2019 - 2022

The Leader of the Council provided Cabinet Members with the details and information relating to the Council's Corporate Plan for the period 2019 – 2022

RESOLVED

That Cabinet

Endorsed the document and so adopted the Council's Corporate Plan for the period 2019 – 2022

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

17 TOWN CENTRE PROGRAMME AND PROJECTS UPDATE

The Leader of the Council updated Cabinet on progress made on the Town Centre Programme and individual projects, including the Gungate project

RESOLVED

That Cabinet;

Endorsed the progress on the town centre programme and individual projects,

Endorsed the feedback so far in relation to the Tamworth....What's Next? Campaign.

Approved the submission of an Expression of Interest to the Future High Street Fund based on the outline of the vision described in this report

Endorsed the work streams and timetable for the feasibility stage of the Gungate project

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

18 TAMWORTH ASSEMBLY ROOMS

The Leader of the Council provided members with a comprehensive update in respect of the Assembly Rooms project.

RESOLVED

That Cabinet

Endorsed the update as detailed within the report

(Moved by Councillor D Cook and seconded by Councillor J Chesworth)

19 MANDATORY AND DISCRETIONARY RATE RELIEF POLICY

The Portfolio Holder for Assets and Finance sought Cabinet approval of the proposed Discretionary Rate Relief Policy (Appendix A) with effect from 1 April 2019.

RESOLVED

That Cabinet

Noted the Government Funding for Retail Discount

Approved the Discretionary Rate Relief Policy (Appendix A) which will be applied with effect from 1 April 2019.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

Leader

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11TH APRIL 2019

**REPORT OF THE CHAIRS OF CORPORATE SCRUTINY COMMITTEE AND
INFRASTRUCTURE SAFETY & GROWTH SCRUTINY COMMITTEE**

**MATTERS REFERRED TO CABINET IN ACCORDANCE WITH THE OVERVIEW AND
SCRUTINY PROCEDURE RULES**

EXEMPT INFORMATION

None.

PURPOSE

To update Cabinet and to make recommendations to it following consideration of matters by the Scrutiny Committees.

EXECUTIVE SUMMARY

The following Scrutiny Committees have agreed to refer the following matters to Cabinet:

Scrutiny Committee	Matter referred (relevant Minute number) & brief summary	Date of Scrutiny meeting
Corporate	Housing Team Update – Minute 68 Recommended a letter from the Council be issued to the Department of Work (DWP) and Pensions regarding access to the DWP and GDPR matters	13 March 2019
Corporate	Support for Member Working Group (IT) – Minute 71.1 Recommended a pool of IT devices and IT training be made available to Councillors	13 March 2019
Corporate	Webcasting Council Meetings Working Group – Minute 71.2 Following a request for Corporate Scrutiny to consider this matter, 5 recommendations are made to Cabinet	13 March 2019
Infrastructure Safety & Growth	Crime Figures for Tamworth and Community Safety - Minute 57 Following a presentation from the Chief Inspector for Neighbourhood Policing in Tamworth and a discussion at IS&G Scrutiny meeting, it was recommended that a representative of Staffordshire Police be invited to provide a Crime figures update to all Councillors early in the new municipal year.	2 April 2019

Housing Team Update

The Corporate Scrutiny Committee minutes (accessible [here](#)) provide further detail on this discussion and the recommendations that have been made, and which are set out in the following section of this Report.

Support for Members Working group – IT sub-group

The IT Sub-Group of the Member Support Working Group had met and discussed the following:

- The need for there to be a pool of IT devices, which were fit for purpose, and could be made available to Councillors, whether newly elected or upon return of old devices
- Initial IT training to be made available as soon as reasonably practicable after election and should include use of Councillor email system, calendar access, access to confidential reports, IT security; physical and virtual, impact of GDPR, hardware support and software support, communications and use of personal devices
- To seek new member feedback after the initial roll-out of IT support.

Following consideration of the findings of the IT sub-group by the Corporate Scrutiny Committee, the recommendations to Cabinet are set out in the following section of this Report.

Webcasting Council Meetings Working Group

The findings of the Working Group were presented to Corporate Scrutiny Committee and the Committee agreed updated recommendations to Cabinet. Further detail is provided in the updated Working Group Report which is attached as Appendix . The recommendations of the Corporate Scrutiny Committee are set out in the following section of this Report.

RECOMMENDATIONS

Housing Team Update

It is recommended that a letter be issued in the name of Tamworth Borough Council to the Department of Work and Pensions setting out the following issues which had been identified:

- access to the Department of Work and Pension, via telephone, appeared at times to be rationed, and that steps be taken to ensure that, in the light of the Trusted Partner status which Tamworth Borough Council had, there be no rationing of access to the Department of Work and Pensions;
- that GDPR was potentially creating barriers to the processing of claims for Universal Credit and that steps be taken to ensure that GDPR was not restricting access nor slowing down the process of a claim for Universal Credit

Support for Members Working group – IT sub-group

It is recommended that:

- A pool of five IT devices, which were fit for purpose, to be available for Councillors;
- Initial IT training to be made available to Councillors as soon as reasonably practicable after election, and by no later than the first full Council meeting of the new Municipal Year.

Webcasting Council Meetings Working Group

It is recommended that:

- Tamworth Borough Council invest in suitable equipment to produce a publically available visual and audio recording of all its Council and Committee meetings, excluding those which are confidential by nature, for example hearings. It was felt that live streaming was not necessary;
- All recordings made by Tamworth Borough Council to be publically available with relevant regard to the Local Government Act 1972, as amended, relating to confidential matters;
- Recordings made by Tamworth Borough Council to be uploaded onto an online platform utilised by Tamworth Borough Council at the earliest opportunity;
- All Members to be offered training in the following areas: (1) use of in-house equipment in meeting rooms; (2) appropriate Equality and Diversity training; and (3) procedural training, in each case prior to the introduction of recording and as ongoing training;
- Tamworth Borough Council to revisit its Protocol for recording of its meetings at regular intervals to ensure compliance and to protect the public and the Authority from unanticipated reputational damage.

Crime Figures for Tamworth and Community Safety

It is recommended that a representative of Staffordshire Police be invited to be introduced to all Councillors and to provide a local crime figures and community safety update to all Councillors early in the new municipal year.

REPORT AUTHORS

Councillor Jeremy Oates
Chair of Corporate Scrutiny Committee

Councillor Simon Goodall
Chair of Infrastructure Safety & Growth Scrutiny Committee

APPENDICES

Appendix 1 – Updated Webcasting Working Group Report

Webcasting working group Report

Following the meeting of

Corporate Scrutiny Committee

On 13 March 2019

Summary

At the beginning of the municipal year a request was made to the Leader of the council for meetings to be live streamed on the internet, this request was passed to Corporate scrutiny to look into and make recommendation back.

Below are the outcomes and considerations made by the working group to Corporate Scrutiny, and considered and amended by Corporate Scrutiny Committee on 13 March 2019.

Recommendations (updated following Corporate Scrutiny Committee meeting on 13 March 2019)

- Tamworth Borough Council to invest in suitable equipment to produce a publically available visual and audio recording of all it's Council and Committee meetings, excluding those which are confidential by nature, for example hearings. It was felt that live streaming was not necessary;
- All recordings made by Tamworth Borough Council to be publically available with relevant regard to the Local Government Act 1972, as amended, relating to confidential matters;
- Recordings made by Tamworth Borough Council to be uploaded onto an online platform utilised by Tamworth Borough Council at the earliest opportunity;
- All Members to be offered training in the following areas: (1) use of in-house equipment in meeting rooms; (2) appropriate Equality and Diversity training; and (3) procedural training, in each case prior to the introduction of recording and as ongoing training;
- Tamworth Borough Council to revisit its Protocol for recording of its meetings at regular intervals to ensure compliance and to protect the public and the Authority from unanticipated reputational damage.

Report.

The webcasting working group has been made up of members from across the council and the committees, some of these members had experience of webcast meetings elsewhere and some were yet to be convinced by the suggestion.

There were multiple parts to the progress on this topic including (but not exclusively)

- Principle of webcasting
- Live broadcast or recorded and published
- Value of investing in webcasting meetings,
- Meetings being recorded by third parties
- Members performance in meetings

The Principle of webcasting.

Initial discussions displayed a variety of thoughts and position around the subject of webcasting including questioning whether anyone would watch, could we justify costs and what would we be able to or want to broadcast.

The working group considered the figures of views that the county council gets and how many people now attend county council meetings. Appendix A shows the figures included from Staffordshire County Council meetings and the viewing figures from the full council meeting broadcast by Tamworth Informed.

Following discussions around viewing figures and the Council holding a full recording of both audio and visual accounts of meetings the working group came to the decision that the principle of recording and broadcasting meetings of Tamworth Borough Council should be agreed as a way forward.

Live Broadcasting or recorded and Published.

The working group again discussed the above figures and the role that a recording may have, secondly to this there was also a discussion around the costs of webcasting.

The Committee was informed that there are a number of different options available for webcasting, these include fully paid for recording and hosting with contract hire equipment, self owned equipment with a live hosting agreement and self own equipment with a recording being made public at some point after the meeting.

When considering the above there was also a discussion about what role the public may take during broadcast meetings. The working group considered that public interaction during a live broadcast may well not achieve the best level of interaction as the meeting would be going on without that input.

The working group concluded that in considering the discussions held in the interest of being publically accountable and open a video and audio recording of meetings should be made and published at the earliest opportunity, with relevant regard to the local government act 1972 as amended relating to confidential matters.

Value of investing in webcasting.

The working group considered the value of investing in technology. The conclusion was very quickly arrived at that this should be achieved at the best value for money option providing a quality audio and video recording of meetings.

Existing opportunities should be considered within the council however it is recognised that the AV equipment currently installed is not being used to its potential and is also somewhat dated

Meetings being Recorded by third parties.

This element of the working groups discussion was prompted by the regular recording of meetings which is now taking place. The ability of the public to record meetings is enshrined in statute and so too is the way in which recordings can be used.

The two outcomes of these discussions are that the council should create and keep a 'control copy' of meetings and that the council looks at other best practice in protocols to protect the public and the council.

Members performance in meetings,

The working group spent time looking at how the council's reputation should be protected and how councillors fit into this during meetings. Having been able to refer to examples elsewhere it was easy to see how members could inadvertently damage both their own reputation and that of the council and so Training should be provided including how equipment is used and member behaviour whilst on camera.

All members are offered training in following areas, 1) use of in house equipment in meeting rooms. 2) appropriate Equality and Diversity training, 3) procedural training

Staffordshire County Council

Table 1 - County Council 2017/18 (as at 30 June 2018)

	Meeting Date	Live Hits	Archive Hits	Total Hits/Meeting
1	25 May 2017	50	209	259
3	20 July 2017	51	94	145
4	31 August 2017	13	26	39
5	12 October 2017	27	73	100
6	14 December 2017	17	71	88
7	15 February 2017	22	96	118
8	22 March 2018	11	83	94
	Total	191	652	843
	Average Per Meeting			105

Table 2 – Cabinet 2017/18 (as at June 2018)

	Meeting Date	Live Hits	Archive Hits	Total Hits/Meeting
1	19 April 2017	2	23	25
2	21 June 2017	5	47	52
3	19 July 2017	20	33	53
4	20 September 2017	0	24	24
5	18 October 2017	8	72	80
6	15 November 2017	8	48	56
7	20 December 2017	8	28	36
8	17 January 2018	4	18	22
9	1 February 2018	3	19	22
10	21 February 2018	3	17	20
11	21 March 2018	3	17	20
	Total	64	346	410
	Average Per Meeting			37

Table 3 - Planning Committee 2017/18 (as at 30 June 2018)

	Meeting Date	Live Hits	Archive Hits	Total Hits/Meeting
1	1 June 2017	7	22	29
2	6 July 2017	17	85	102
3	5 October 2017	6	27	33
4	2 November 2017	9	31	40
	Total	39	165	204
	Average Per Meeting			51

Table 4 - Corporate Review Committee 2017/18 (as at 30 June 2018)

	Meeting Date	Live Hits	Archive Hits	Total Hits/Meeting
1	5 December 2017	3	27	30
	Total	3	27	30
	Average Per Meeting			30

Table 5 - Police and Crime Panel 2017/18 (as at 30 June 2018)

	Meeting Date	Live Hits	Archive Hits	Total Hits/Meeting
1	26 April 2017	7	55	62
2	8 May 2017	5	50	55
3	24 July 2017	7	68	75
4	1 November 2017	17	117	134
5	29 January 2018	25	41	66
	Total	61	331	392
	Average Per Meeting			78

Tamworth Informed video figures for Full council 11th September 2019

On youtube it was 254 separate views. Average duration of a view was 8 mins but one member of the public got hold of the published minutes and inserted in to the agenda the on screen timings from the video. This enabled people to dip into specific parts of the agenda. The Video was shared 18 times on You Tube

On Facebook

11 September push 2681 people reached, 8 likes

14 September push 1023 people reached

16 September push 1998 people reached

So a total of 5702 people reached on FB + 254 on YT total of 5956 of about 6K

THURSDAY 11 APRIL 2019

REPORT OF THE PORTFOLIO HOLDER FOR COMMUNITIES**MOTOR NEURONE DISEASE CHARTER****EXEMPT INFORMATION**

None

PURPOSE

To consider the adoption of the Motor Neurone Disease (MND) Charter to assist in the achievement of quality of life, dignity and respect for people with MND and their carers in Tamworth.

RECOMMENDATIONS

Members are asked to support the adoption of the MND Charter in recognition of the specific nature, speed of progression and impact of Motor Neurone Disease which means it is particularly important to ensure appropriate support is provided as soon as possible.

EXECUTIVE SUMMARY

Five people a day die in the UK from MND. It is a rapidly progressive, fatal disease that can affect any adult at any time. The disease leaves people unable to walk, talk or feed themselves. The cause of MND is unknown and there is no cure.

Today there are 5,000 people living with MND in the UK. Life expectancy from diagnosis is two to five years.

Over 60 Councils have already pledged nationally <http://www.mndcharter.org/> and was recommended for support by the Health and Wellbeing Scrutiny Committee on July 2018.

Support in Staffordshire is given by the Staffordshire Support Group of the MND Association <https://www.mndassociation.org/getting-support/local-support/branches/west-midlands/staffordshire-support-group/>

Adoption of the Charter will promote awareness and understanding of Motor Neurone Disease amongst elected Members and staff across the Council. This will help to ensure that people with MND and their carers and families receive appropriate support from the Council where it is within powers to do so or assist with relevant community support in order to make a positive difference to their lives.

Following adoption of the MND Charter the Council will implement the following practical actions:

- Press release and promotion on social media as per the MND guidance

- Ensure all Members, relevant staff and partners have appropriate information with regard to the Charter pledge http://www.mndcharter.org/wp-content/uploads/Guide_for_councillors.pdf – Attached as Appendix 1
- Receive updates from the MND association and circulate these to staff and elected Members as appropriate.

OPTIONS CONSIDERED

To not adopt the Charter but as identified above the approach in the Charter is consistent with the principles by which the Council aims to work with all people in accordance with Making Equalities Real in Tamworth (MERIT) policy.

RESOURCE IMPLICATIONS

None identified and actions arising are noted above within current resource

LEGAL/RISK IMPLICATIONS BACKGROUND

There are no significant risks identified

The report has an Equality Impact Assessment attached as Appendix 2.

SUSTAINABILITY IMPLICATIONS

Information will regularly be received to ensure awareness in all matters is considered moving forward and support meets Council priorities and resource.

The Council will continue to review all ongoing requests from support organisations on a proportional basis with due consideration for impact on the organisation.

BACKGROUND INFORMATION

Launched in June 2012 by the Motor Neurone Disease (MND) Association, the five-point MND Charter sets out the rights of people with MND and their carers.

The five points are:-

1. People with MND have the right to an early diagnosis and information
2. People with MND have the right to access quality care and treatments
3. People with MND have the right to be treated as individuals and with dignity and respect
4. People with MND have the right to maximise their quality of life
5. Carers of people with MND have the right to be valued, respected, listened to and well supported

MND attacks the nerves that control movement; people with MND can still think and feel, but their muscles refuse to work. As these nerves die, the muscles weaken and waste, leaving people locked in a failing body, unable to move, walk or talk.

The MND Association is the only national charity in England, Wales and Northern Ireland that funds and promotes global research into the disease and provides care and support for people affected by MND.

The approach is not unique and the Council currently support the Dementia Action Alliance and have signed up to the Armed Forces Covenant.

REPORT AUTHOR

Jo Sands, Assistant Director Partnerships
Joanne-sands@tamworth.gov.uk
01827 709585

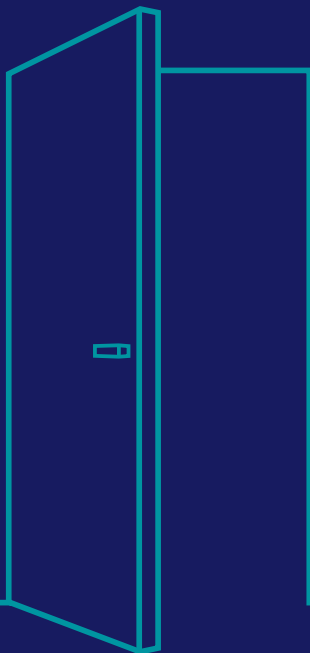
LIST OF BACKGROUND PAPERS

None

APPENDICES

Appendix 1 – Guide for Councillors which includes the MND Charter
Appendix 2 – Equality Impact Assessment

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Life with motor neurone disease (MND) is hard.

As a councillor you can help to make it a bit easier.

You can champion the MND Charter



**CHAMPION
THE CHARTER
ON YOUR
DOORSTEP**

Locked in a failing body. Unable to move, talk and eventually breathe.

This is life with MND.

"I was approached by one of my constituents whose wife had died early after being diagnosed with MND. His personal story and passion to raise awareness inspired me"

Cllr Susan Quinn,
Tameside council

About MND

MND is a fatal, rapidly progressing disease that affects the brain and spinal cord.

It attacks the nerves that control movement so muscles refuse to work.

A third of people with MND die within a year of diagnosis, and more than half within two years.

It kills six people per day in the UK, and affects up to 5,000 adults at any one time.

There is no cure.



How you can help

A vital role

As a councillor you can play a vital role in supporting people living with MND and their carers in your local area.

As well as helping individuals with casework, you can influence the planning of services people with MND rely on, such as:

- **Social care**
- **Housing and home adaptations**
- **Carers assessments and services**
- **Health care**
- **Public transport.**

Whatever kind of council you're part of, there will be ways you can support people with MND.

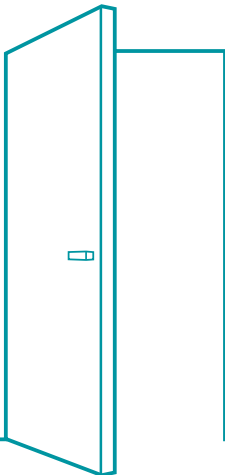
"MND is devastating and can be really isolating, but with the right support, we can enjoy the time we have left" Stephen Rhodes, who is living with MND

Champion the MND Charter

Getting your council to adopt the MND Charter is a powerful way of supporting people with MND in your community.

Like the growing number of councils who have already adopted the Charter, you would be sending a powerful message to local people with MND that you hear their voice, and are working hard to ensure they are valued, respected, and well supported by your council.

Read on to find out how it works.



The MND Charter

The MND Charter is a statement of the respect, care and support that people living with MND and their carers deserve and should expect.

The five points of the Charter are:

1. **The right to an early diagnosis and information.**
2. **The right to access quality care and treatments.**
3. **The right to be treated as individuals and with dignity and respect.**
4. **The right to maximise their quality of life.**
5. **Carers of people with MND have the right to be valued, respected, listened to and well-supported.**

“I was overwhelmed when I learnt how quickly the disease takes hold of people. As a council we are committed to ensuring people living with MND are afforded the support and help they require”

Cllr Donna Jones, Leader of Portsmouth City Council

While councils aren't responsible for everything outlined in the MND Charter, they are a significant part of the jigsaw. When services such as social care and housing are provided in a timely person-centred way, this has a huge impact on the person with MND and their family.

MND is a devastating, complex disease and particularly difficult to manage. If you can get it right for MND, you can get it right for residents with other neurological conditions and disabilities too.



How it works

Adopting the MND Charter is a straight forward process, and doesn't cost a penny.

Get on board → **Adopt** → **Celebrate**

Get on board

Your journey will usually start with a meeting between you and a local resident who wants to discuss how the council supports people with MND and their carers in your community. If you've approached us about adopting the Charter, a meeting might not be necessary, you might just need some information and support. It's up to you.

Adopt

There's no set process you must follow, but we'd recommend either:

- Proposing a motion to adopt the MND Charter at your next full council meeting, or
- Writing to the leader or elected mayor and asking them to adopt the MND Charter on behalf of the council.

You'll also need to rally the support of your fellow councillors, asking them to vote for the motion or join you in writing to the leader or elected mayor. If there is a vote, we can help

you to present the case, for example by putting you in touch with a local person living with or affected by MND who can explain to your colleagues why this matters.

Celebrate!

You can publicise the Charter adoption with a press release, on your digital platforms, and perhaps by organising a reception. We will provide you with postcards, leaflets and posters to disseminate, as well as advice and support.

Adopting the Charter...

... allows you to:

- help people with MND
- show your support publicly
- know that you're making a real difference.

... means:

- you agree to promote the MND Charter as widely as possible
- you will share the promotional materials – for example with councillors, council staff, and health and social care professionals who deliver services for the council
- you will consider other ways of working together to support people with MND.

Next steps

After you've adopted the Charter

It's up to you how you take the Charter forward to help improve the lives of people living with MND after the adoption. We're here to support you on that journey, and can discuss additional steps we could take together. We'll also celebrate the good work you choose to do.

Adopting the Charter isn't about us accrediting you or giving you a kitemark. We do hope that adopting the MND Charter is the start of a strong partnership between your council and the MND Association.

To find out which councils have already adopted the Charter so far, visit www.mndassociation.org/mndcharter

PO Box 246, Northampton NN1 2PR

Telephone: 020 7250 8447

Email: campaigns@mndassociation.org

www.mndassociation.org/mndcharter

 @mndcampaigns

 @mndcampaignsWLS (Wales)

 /mndcampaigns

Further information

To find everything you need to get started please visit www.mndassociation.org/mndcharter

If you'd like to talk to someone about what adopting the Charter means or how it works, please email campaigns@mndassociation.org or call 020 7250 8447.

Adopting the MND Charter is easy, and could make a big difference to people with MND in your community. We'll help you every step of the way, and won't stop until there's a world free from MND.

Your local MND Association branch or group contact details are:

Community Impact Assessment

Part 1 – Details

What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Adoption of MND Charter	
Date Conducted	22 February 2019	
Name of Lead Officer and Service Area	Jo Sands, Assistant Director Partnerships	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Rob Barnes	
Who are the main stakeholders	Employees, Councillors, Community Safety Partners, communities, third sector	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Consultation with relevant Councillors and Partnerships Manager	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)	MND Organisation	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	X
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	X
	Existing	<input type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

Launched in June 2012 by the Motor Neurone Disease (MND) Association, the five-point MND Charter sets out the rights of people with MND and their carers.

The five points are:-

1. People with MND have the right to an early diagnosis and information
2. People with MND have the right to access quality care and treatments
3. People with MND have the right to be treated as individuals and with dignity and respect
4. People with MND have the right to maximise their quality of life
5. Carers of people with MND have the right to be valued, respected, listened to and well supported

Adoption of the Charter will promote awareness and understanding of Motor Neurone Disease amongst elected Members and staff across the Council. This will help to ensure that people with MND and their carers and families receive appropriate support from the Council where it is within powers to do so or assist with relevant community support in order to make a positive difference to their lives.

Who will be affected and how?

Employees – the charter will give an outline understanding of needs of MND sufferers and their carers to assist with accessing Council Services

Members/wider public – wider understanding of the condition to protect vulnerable people

Communities – promoting equality

Are there any other functions, policies or services linked to this impact assessment?

Yes

No

X

If you answered 'Yes', please indicate what they are?

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input type="checkbox"/>	The disease is not age restrictive
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included.
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Gypsy/Travelling Community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those with Caring/Dependent responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those having an offending past	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Vulnerable Adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those who are homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those on low income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those with Drug or Alcohol problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those with Mental Health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Those with Physical Health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All aspects of condition are at the forefront of the adoption of the Charter. Support for carers included
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment**From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications**

Impact Area	Details of the Impact	Action to reduce risk
<i>All impacted groups</i>	<i>Disproportionate actions/enforcement undertaken without due regard to those living with MND and their carers</i>	<i>Risk assessment at point of contact and processes in place to discuss with all partners to understand implications of MND Actions outlined as per Cabinet report</i>

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
Positive	Clear policy for juvenile issues	TBC	Ongoing	Continued consistent approach and education

Date of Review (If applicable)

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