

Family Services

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1. Serious Incident Response Meeting (SIRM)

This protocol sets out the process for providing an immediate and proportionate response to an incident of Serious Youth Violence (SYV) involving a child or young person (10 – 25 years) who is either a victim or suspect of a serious physical harm in the community, this includes serious physical harm with or without weapons and incidents involving firearm discharges. (Stage 1)

The process requires consideration to a review of the initial action plan after 5 working days and before transition into business as usual. (Stage 2)

2. Stage 1 (Days 1 to 5)

All incidents of SYV must be notified to the (Multi-Agency Safeguarding Hub) MASH. This ensures younger siblings, care leavers and young adults with additional needs are considered in risk assessments and planning activities. It further allows for multi-agency information sharing at the earliest stage.

Daily police notifications of serious incidents across the North-West Basic Command Unit (NW BCU) are sent to the local authority Chief Executive, Director of Early Help and Children's Social Care Services and to the MASH Police generic inbox. All notifications containing reports of SYV in the community are forwarded to relevant service managers for action within 2 hours of receipt for victim and suspect identification. This mailbox is only monitored during office hours.

The YJS police may also send notifications of a serious violence incident by email to the following email addresses:

1. MASH MASH@barnet.gov.uk
2. Tackling Violence & Exploitation Business administrator, CEAM@barnet.gov.uk
3. Youth Justice Service Manager, Cezar.Tan@barnet.gov.uk
4. Head of Service, MASH & Youth Justice Services Sarah.Marshall@barnet.gov.uk;
5. Head of Service, Assessment, Intervention & Planning Karen.Popely@barnet.gov.uk.
6. Head of Service, Corporate Parenting, Kate.Jeffrey@barnet.gov.uk
7. Strategic lead for Tackling Violence and Exploitation Christopher.Kelly@barnet.gov.uk
8. Reducing Offending/IOM Coordinator Richard.Norfolk@barnet.gov.uk
9. Adults at Risk of Violence Coordinator Anika.Cosgrove@barnet.gov.uk
10. Community Safety Declan.Khan@barnet.gov.uk & Maggie.Higton-Brown@barnet.gov.uk

The MASH managers will undertake initial checks to ascertain the details of the victim and alleged suspects and confirm:

- Residence in Barnet of the victim/suspect
- The victim or suspect is aged under 25 years
- The details and known agency involvement of any children connected to the households of either victim or suspect, irrespective of age.

Once the above conditions are confirmed a SIRM is triggered. An email will be sent to the violence and exploitation business administrator CEAM@barnet.gov.uk in order to track actions from the SIRM process and ensure relevant managers and statutory partners are invited to participate in a SIRM meeting

2.1. Critical Incident Protocol

The council's Critical Incident Protocol runs concurrently with the SIRM Process which aims to:

- Detail the process for communicating critical incident details to senior council officers within the first 24 hours
- Determine the response and process for communicating non-emergency incident details to staff and stakeholders
- Agree and co-ordinate message to the press / media
- Communicate information to internal partners
- Reassure the community by disseminating a co-ordinated, timely communications message to members and key stakeholders

The Director Early Help & Children's Social Care will attend or nominate an officer to attend a Police Gold meeting if called by MPS and any Critical Incident Response Group (as required) if the incident involves a young person (up to 25 years) and/or there is a child in the victim/suspect household, or the incident is relative to Serious Adult Violence, Integrated Offender Management or Domestic Abuse/Violence Against Women & Girls.

Communications with Councillors and wider stakeholders will be coordinated in accordance with the borough's Critical Incident Protocol.

If not already open to Children's Social Care Services, all victims and suspects aged under 18 years and those with children or young siblings in the household will be allocated to the Duty & Assessment Team

for a Child & Family Assessment. The MASH will BRAG rate all referrals involving SV as **RED** for same day allocation.

If the incident involves a young person/adult that lives outside of the NW-BCU the MASH will notify the relevant authority area MASH and will copy the violence and exploitation business administrator CEAM@Barnet.gov.uk and Anika.Cosgrove@Barnet.gov.uk to ensure that Barnet can maintain intelligence and oversight of serious incidents of violence that occur within the borough involving persons that live outside of the local authority area.

If the victim and/or suspect is aged 18+ and is not open to Children's Social Care Services (incl. Onwards & Upwards) or does not have younger siblings or children in the home, the MASH will pass the notification to Anika.Cosgrove@Barnet.gov.uk and Koreen.Logie@justice.gov.uk for consideration at the Adults at Risk Panel.

Multi-Agency Safeguarding Hub (MASH)

The MASH will ensure the immediate safety of children, young people, and adult victims who are in hospital by contacting the hospital safeguarding lead and the youth violence workers attached to the hospital's trauma unit, where applicable. If the young person is to remain in hospital the safeguarding lead and youth violence workers will be invited to participate in the SIRM meeting.

The hospital will be advised to ensure visitors to the victim are vetted and controlled until further risk information is ascertained at the SIRM meeting.

The contact details for safeguarding leads and youth violence workers at local hospital and trauma units are detailed in the table below:

Hospital	Safeguarding Children Lead	Adult Safeguarding	Youth Violence Services
ST MARY'S General Enquiries redthread@imperial.nhs.uk	Hospital Safeguarding Lead: Zoe Lane safeguarding.children@imperial.nhs.uk		Youth Violence Team Leader: John Reece john.reece@nhs.net Office Landline: 0203 312 5572
NORTH MIDDLESEX HOSPITAL General Enquires : <u>020 8887 2000</u>	Hospital Safeguarding Lead: Debbie Twist: 0208 8873093	Adults Safeguarding Lead Sarah Pope Adult Safeguarding Lead 02088873949 or 3229	

	Email: northmid.safeguardingchildrenteam@nhs.net	Email northmid.adultsafeguardingreferrals@nhs.net	
<u>ROYAL FREE HOSPITAL</u>	Hospital Safeguarding Lead: Helen Swarbrick: Email: helenswarbrick@nhs.net Tel: 020 7794 0500 extension: 35828, Safeguarding children email: rf.safechild@nhs.net	Safeguarding adults email: RF-TR.SafeguardingVulnerableAdults@nhs.net	
<u>ST GEORGE'S</u>	Hospital Safeguarding Lead: Named Nurse Safeguarding Children and Young People: Belinda Chideme, belinda.chideme@nhs.net Telephone: 0208 725 5237		Youth Violence Programme Team Leader: Becky Calnan rebecca.calnan@nhs.net Mobile: 07718 326227 Office Landline: 0208 266 6419 General Enquiries: stgeorges@redthread.org.uk
<u>KING'S COLLEGE HOSPITAL</u>	Hospital Safeguarding Lead: Child Safeguarding Named Nurse: Katherine McGarrity katherine.mcgarrity@nhs.net Child Safeguarding Named Nurse Rosalinda James rosalinda.james@nhs.net		Youth Violence Programme Team Leader: Robyn Linden Secure Email: kch-tr.edredthread@nhs.net General Enquiries referrals@redthread.org.uk Office Landline: 0203 299 5439

If the victim is not in hospital or other place of safety, or is going to be discharged imminently, the MASH will attempt to ascertain information about the victim's whereabouts and the support systems in place to assess the immediate risk to their safety and well-being.

Best Practice: The victim should not be discharged from hospital or place of safety until the SIRM has taken place or a risk assessment has been completed.

The risk assessment should consider:

- The timescale in which hospital discharge is likely
- The severity of the injury and whether the victim's family and/or placement are equipped to manage care at home, this includes the psychological impact of a serious incident of violence
- Establish which agencies are involved with the victim and/or their family and which agencies will lead an assessment in the community
- The safety and welfare of any other children, young people and adults who are living with or connected to the victim.
- Whether it is safe for the victim to return home, remain in the borough or return to any education, training, employment provision
- Whether it is safe for the victim's family to remain in their home, in immediate area or in the borough
- The support the victim and their family may need if they are required to move home, out of borough or should any children in the household need to change schools

3. Serious Incident Response Meeting (SIRM)

If the serious incident involves a child death, the SIRM will be combined with the Child Death Overview Panel (CDOP) meeting chaired by the Designated Doctor for Child Deaths . This may take up to 48 hours to arrange; CDOP will take precedence

A Serious Incident Response Meeting will be arranged within 24 hours for all incidents of SV where the victim or suspect

- is under 25 years and is;
- resident in Barnet
- notification that the young person or adult has received a OSMAN notice from the police, even if violence has not occurred.
- the incident is linked to wider criminal or gang activity
- the victim or suspect is known to Children's Social Care Services including Onwards & Upwards), Child & Family Early Help Services or Youth Justice Services

***A SIRM will be held for all incidents of SV where there are children living in the victim or suspect household regardless of age.**

If the victim and/or suspect is aged 19+ and does not meet any of the above criteria a SIRM will not be held and the MASH will notify the chair of the Adults at Risk Panel Anika.Cosgrove@Barnet.gov.uk, who will consider the requirement for further planning and case presentation at the Adults at Risk Panel.

A SIRM must take place within 24 hours or the next working day when an incident takes place over the weekend

The SIRM is a multi-agency Strategy Meeting. SIRM meetings are held in two parts, due the highly sensitive information shared and on-going police investigations. The first part is comprised of statutory partners and where existing information sharing agreements are in place.

The allocated social work team will arrange a virtual SIRM meeting which will be chaired by the responsible Head of Service or delegated deputy. The principle attendees will include:

- CSC Head of Service and/or Assistant Head of Service - **Chair**
- Allocated Social Worker and Team Manager
- Hospital Trauma Team (youth worker, safeguarding and medical)
- Police Gangs Unit SCMailbox-Gangs@met.pnn.police.uk, or the relevant investigating Police department.
- Safeguarding Lead Barnet Education & Learning Service
- Youth Justice Service Manager Cezar.Tan@barnet.gov.uk
- Strategic Lead for Tackling Violence and Exploitation Christopher.Kelly@barnet.gov.uk
- The relevant Early Help Hub Service Manager:
 - SOUTH Meera.Bhayani@Barnet.gov.uk
 - WEST Andrea.Mullings@barnet.gov.uk,
 - EAST Michaela.Carlowe@barnet.gov.uk
- Community Capacity Coordinator – Sonal.Patel@Barnet.gov.uk
- Restorative Justice Coordinator – Annie.Henken@Barnet.gov.uk
- Victims Hub Coordinator – Arti.Taylor@Barnet.gov.uk

Wider professionals and relevant voluntary, community and faith organisations will be invited to attend the second part of the meeting where the impact on the victim, family, school, housing, community will be considered alongside the wider involvement of agencies including mental health services, housing, school/PRU/College or other education, training or employment provider, community safety, other children and young people that may be at risk and a representative from probation services;

Koreen.Logie@justice.gov.uk

It is acknowledged that school communities, grassroots organisations, youth providers and community leaders can hold important local knowledge about the communities in which incidents of SV occur. It is important to ensure that following initial safety planning, a briefing is provided to the Director of Early Help & Children's Social Care to facilitate rapid and proportionate information sharing with ward councilors and the Lead Members for children and community safety and that consideration is given to supporting schools, colleges, community providers and the community process what has happened and manage difficult feelings following an incident of SV.

For schools, this support is mobilised through the Family Services and Barnet Education & Learning Service (BELS) Joint Critical Incident Policy which provides for Educational Psychology (EP) and Barnet Integrated Clinical Services (BICS) support to the school community following an incident either within the school or that has directly impacted on students attending the school. The BICS/EP Critical Incident Policy covers incidents that are broader than serious violence and aims to ensure children and teaching staff are supported to manage the difficult feelings that can follow a loss or trauma. The police will provide guidance on the management of psychological support to witnesses as relative to investigations and evidence.

All agencies attending SIRM's will be required to provide information detailing their agencies involvement with the victim and/or suspect or other children in the household. The purpose of the meeting is to implement immediate safeguards and formulate a plan to protect the victim and/or suspect and wider family/community from retaliation and further harm.

The meeting will consider the information known about the individuals involved and the wider context of their friendships, community, school/college, environmental and historical factors, factors that may have led to the incident or OSMAN notice and include:

- Any on-going risk to the victim, suspect, their family, school/college, community, younger siblings, and friends/associates,
- Venues or areas where risk may be increased.
- Whether the incident may be linked to recent or historical incidents or may lead to reprisals
- The risk to other young people and the need for communications to schools/colleges, community groups and key members
- Discharge planning from hospital
- Release from custody
- Inter-familial and community risk factors
- Short term safety planning
- Disruption activity
- Support for criminal investigations.

- Wider community impact and tensions, including the need for a trauma-informed response
- Involvement of the Community Safety Team if a civil response is required.
- Police, Social Care and Community Safety, Victim Support and school and community based mental health services will work with community leaders and grassroots organisations and the public as required.
- How and what information will be shared with wider professional networks or partners.

Feedback from SIRM's will be provided to the Director Early Help & Children's Social Care Tina.McElligott@Barnet.gov.uk for cohesive council-led communication in accordance with the Critical Incident Protocol

The SIRM meeting will agree actions for relevant agencies to effectively respond to risk and need. The SIRM meeting will lead to a plan which details coordinated intervention and solution-focused activities that will have a positive impact on the victim, family and community

All SIRM's will be minuted and a record of the meeting circulated to meeting attendees including police, and saved in "forms" on LCS within 24 hours of the meeting.

4. Review Serious Incident Response Meeting (Review SIRM)

A Review SIRM will take place as determined by the Chair and no later than 5 working days from the initial SIRM, in the following circumstances:

- The Initial SIRM concluded that the risk of reprisal to either the young person or their family remains high.
- The initial SIRM highlighted significant information gaps which needs to be reviewed before appropriate planning can be put in place.
- A further related incident has occurred or new intelligence has come to light i.e. complex risk
- The initial SIRM require immediate actions/tasks to be reviewed.

The allocated social worker will be responsible for coordinating the activities set out within the Plan. The social work Team Manager is responsible for overseeing the progress of the Plan.

The child and family assessment should include an assessment of victim/Suspect's family ability and willingness to manage risk. A CEAM meeting should be held with all young people to ascertain their assessment of risk and their vulnerability to harm.

Non-engagement is not a reason for 'no further action' it is an opportunity to try something different!

Consideration should be given to a case transfer to REACH (Adolescents at Risk Social Work Team) following the child and family assessment if further and intensive statutory social work intervention is required to keep the young person safe.

5. Stage 2 (Day 5 Onwards)

This stage is about ***stabilising the situation, building resilience and supporting the wider community and public spaces***. This is the close of the SIRM process and transition into planning and intervention as usual, working with the young person and family to secure future change. Contextual Safeguarding needs to be considered as risk of SV is not usually located within the family system, risk assessments and interventions need to consider the safety of public spaces, friendship groups and push and pull factors.

5.1. Child Exploitation & Missing (CEAM): Child level response

A CEAM review meeting should be scheduled, if the victim or suspect is aged under 18 years or information suggests an adult is linked to the risk to the young people, the young person's circumstances will be presented to the next available **Tackling Violence & Exploitation Panel (TVEP)** which will consider:

- Disruption activity
- Indicators of exploitation, coercion or control being exercised over the young person.
- Additional civil enforcement actions that can also be considered by discussion with community safety Declan.Khan@barnet.gov.uk or Maggie.Higton-Brown@barnet.gov.uk Civil enforcement can assist/influence a gang member and their family to decide to change lifestyle
- A robust safety plan
- Work with/in the Education, Training or Employment (ETE) setting to support engagement
- Discussion about willingness to participate in the pan-London gang exit programme LondonGangExitReferral@londoncrc.org.uk and koreen.logie@justice.gov.uk T: 0207 708 8150 M: 0785 0282499 and copy to SCMailbox-.Gangs@met.pnn.police.uk
- Other resources to support gang exit: Family support, parenting programmes, youth work, mentoring etc

5.2. Community Impact Meeting

In situations involving serious violence there is often considerable impact to the local community, schools/colleges and community provider networks, as well as to members of the public, this can be particularly traumatic when incidents happen in shared public spaces which can cause fear within and trauma to the community. The Stage 2 SIRM response aims to ensure a coordinated approach is taken to reduce the impact of such events and provide reassurance or joint community based action. The Strategic Lead for Tackling Violence and Exploitation will coordinate a community impact meeting which will include the following partners, plus any key providers that have been directly impacted by an event:

- Assistant Director Community Safety Delan.Khan@barnet.gov.uk
- Head of Service, Community Safety Maggie.Higton-Brown@barnet.gov.uk
- Lead Councillor for Community Safety Cllr.S.Conway@Barnet.gov.uk
- Barnet Education & Learning Service, Safeguarding Lead & School Improvement Lead.Liam.Foote@Barnet.gov.uk; Chief Executive/Director Neil.Marlow@barnet.gov.uk,
- Head of MASH, YJS – Sarah.Marshall@Barnet.gov.uk
- Head of Service, Child & Family Early Help Services – Karen.Pearson@barnet.gov.uk
- CEO Young Barnet Foundation JanetM@youngbarnetfoundation.org.uk
- Metropolitan Police (Neighborhood Policing, Safer Schools)
- Community Capacity Coordinator – Sonal.Patel@Barnet.gov.uk
- Restorative Justice Coordinator – Annie.Henken@Barnet.gov.uk
- Victims Hub Coordinator – Arti.Taylor@Barnet.gov.uk

The meeting will develop a plan to include:

- Support for affected schools, organisations and the wider community in response to the incident.
- The need for coordinated enhanced monitoring of public spaces in the short and medium term.
- Identification of local trends of increasing violence or tensions in the borough.
- The communication required within the community and with any neighbouring boroughs.
- Any preventative measures that need to be implemented to reduce risk of repeat incidents.

The plan will be presented to Strategic MACE and shared with the Director of Early Help & Children's Social Care Services and Assistant Director Counter-Fraud and Community Safety and Protection

6. Additional Support and Services

The London Crime Prevention Fund and Violence Reduction Unit have provided short-term funding for additional resources aimed at preventing and responding to incidents of serious violence in the community. This has enabled the development of additional resource to support victims, community organisations and schools; the post-holders will be invited to both the Serious Incident Response Meeting and the Community Impact Meetings.

6.1. Victims Hub Coordinator.

2022-2025 London Crime Prevention Funding has enabled the creation of the Victims Hub Coordinator, This hub seeks to support victims under 25 years of both reported and unreported crime. The SIRM will therefore consider a referral to the Victims Hub as a result of an incident of violence. This will ensure that the victims are in receipt of information on their rights, signposting, and support services available to them based on their individual needs and requirements from the incident.

The Hub can provide information and local signposting options to those who may have experienced crime indirectly, their friends and family. The Hub will also function as a single point of contact for professionals seeking advice, support, and guidance for victims of both reported and unreported crime and can be accessed by emailing.

6.2. Restorative Approaches.

2022 – 2025 London Crime Prevention Funding has enabled the creation of the Restorative Justice Network Coordinator to build restorative approaches and embed them into local schools and the community. The project will seek to support organisational cultural change and empower stakeholders to build the skills and knowledge to improved access to restorative justice and approaches to victims which will support early disruption to escalating tensions between children and young people aged 10-25 years that could result in violence.

6.3. Community Capacity Coordinator.

The Community Capacity Coordinator will maintain an overview of all incidents of serious violence in the community within Barnet. Attending all SIRM's and using a public health approach to violence reduction the Community Capacity Coordinator will focus in areas of high levels of community based violence within the borough. They will attend Community Impact Meetings to support strengthened local resilience and develop plans that support the diversion of children and young aged 10-25 years from involvement in incidents of serious violence;

The Community Capacity Coordinator will:

- Maintain an overview of incidents of violence in the community, and in partnership with key grassroots organisations, schools, faith groups, and local businesses, to co-produce plans that will support the reduction of violence
- Coordinate Community Conferences, in partnership with My Family Matters, to co-produce support plans to reducing tensions, increase community cohesion, respond to collective trauma and promote community healing as a result of a serious incident.
- To develop key leads who will be able to eventually lead in coordinating and facilitating their own community conferences.

7. Communications

All incidents of SYV are notifiable to the Director of Early Help and Children's Social Care who will determine the level and type of briefing required for the Chief Executive, Executive Director for Children's Services, Executive Director of Assurance, The Leader, Lead Member for Children, Lead Member for Policing, Chair of Safer Communities Board, Ward Councillors,, Assistant Director for Comms and Community, Assistant Director Counter-Fraud and Community Safety and Protection, On-call GOLD Director, Director of Adults & Communities (if required) and press@barnet.gov.uk

A second briefing will be provided following the SIRM and will include a broad outline of the planned response and a third and final briefing following the Review SIRM as necessary.

8. Confidentiality, Information Sharing,

Information shared under this Serious Incident Response Protocol is strictly confidential and is being shared on the understanding that it will be held confidentially and not disclosed to third parties without the prior written consent of the Chair of the SIRM. **(See Appendix B).**

9. Governance.

All SIRM's and requests for SIRMS will be overseen by the Strategic Lead for Violence & Exploitation who reports directly to the Director Early Help & Children's Social Care.

SIRM activity is monitored and data for adolescents at risk/SV collated to inform strategic planning. Activity at Tackling Violence & Exploitation (TVEP) is overseen by Strategic MACE which reports to the Performance and Quality Assurance Group as a sub-group to the Barnet Safeguarding Children Partnership, Leadership Forum. The chair of the PQA reports to the Safer Communities Partnership Board.

Appendix A

Joint communication from the Child Safeguarding Practice Review Panel, the Department for Education (DfE), the Home Office (HO) and the Department for Health and Social Care (DHSC).

Requirements and timescales as outlined in the statutory guidance Working Together to Safeguard Children 2018, and the Child Safeguarding Practice Review Panel: practice guidance.

This note sets out expectations for:

- Serious Incident Notifications
- Rapid Reviews
- Local Child Safeguarding Reviews
- Outstanding Serious Case Reviews
- Safeguarding Partner Yearly Reports

DfE's child at immediate risk of harm procedures.

Serious incident notifications

All serious incident notifications must be sent to the Panel within **five working days** of the local authority becoming aware of the incident.

Local Authorities have a statutory duty to provide a serious incident notification of all incidents where a child dies or is seriously harmed, **and** abuse or neglect is known or suspected. The online notification system is accessible 24 hours a day.

More information on serious incident notifications can be found in Chapter 4 of Working Together

The Director of Early Help & Safeguarding will notify Barnet Safeguarding Children's Partnership of an serious incident for consideration. The BSCP will arrange a meeting to gather early information from statutory safeguarding partners to consider the need for a multi-agency Rapid Review meeting and notification to the Child Safeguarding Practice Review Panel

Notify the Child Safeguarding Practice Review Panel

Local authorities must notify the Panel using the child safeguarding incident notification system (Early Help & Safeguarding Business Manager).

You must notify the Panel if it's known or suspected that a child has been abused or neglected.

Use this service if a:

- child dies or is seriously harmed in your area
- child dies or is seriously harmed outside England, who is normally resident in your area
- For looked-after children, you must notify us of their death if you know or suspect abuse or neglect.

You must do this within 5 working days of becoming aware of the incident.

The Panel will share all notifications with:

the Department for Education

Ofsted

The Panel will not consider the deaths of looked-after children where abuse or neglect is not known or suspected. DfE and Ofsted will take appropriate action in these cases.

Using the child safeguarding incident notification system, you must raise only 1 notification per incident, even if more than 1 child is affected. You can include:

details of up to 4 children per incident

further information, including details of other children involved

Other people you must report the incident to:

Follow your local processes to report any incidents to your:

Local Safeguarding Children Partnership or Board (LSCB)

Local Safeguarding Partners

Director of Children's Services

You must do this **within 5 working days** of becoming aware of the incident.

You may want to notify LSCBs or local safeguarding partners outside of your area.

Youth Justice Board

Serious incidents in the community

Following the launch of the Serious Incident Notification procedure in June 2021 the YJB has clarified the Operating Procedure document.

The amendments in the document clarify which incidents should be notified and the relevant timeframe. How to report an incident and the Notification Form for the voluntary process remain the same.

Please use the links below to ensure the most up to date operating procedures and notification are used:

[Serious Incidents Operating Procedures](#)

[Serious Incidents Notification Form](#)

If there is a serious incident in the community then local authorities will act according to the following guidance and legislation.

Working Together to Safeguard Children Department for Education, 2015

Social Services and Well-being (Wales) Act 2014, Working Together to Safeguard People

Multi-Agency Public Protection Arrangements (MAPPA) guidance (2012)

Serious Further Offences (SFO)

Local Children's Homes (England) Regulations (2015)

The Regulation and Inspection of Social Care (Wales) Act 2016

DO NOT COPY

10. Appendix 10 – Confidentiality Statement

In working with young people as either victims or Suspects of serious youth violence, and other members of the public, all agencies agree to adhere to boundaries of confidentiality. The information contained in the meeting respects those boundaries of confidentiality and is shared with an understanding that:

- 1) The meeting is called in circumstances where it is felt that the risk presented by or towards the young person or his/her family is so great that issues of public or individual safety outweigh those rights of confidentiality
- 2) Minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
 - a) Investigations and proceedings by Public Authorities (s.30(1)(B))
 - b) Health and safety (s.38)
 - c) Personal information (s.40)
 - d) Information provided in confidence (s.41)
- 3) The discussions and decisions of the meeting take account of Article 8.2 of the European Convention on Human Rights, with reference to:
 - a) Public safety;
 - b) The prevention of crime and disorder;
 - c) The protection of health and morals;
 - d) The protection of the rights and freedom of others.

All documentation will be marked RESTRICTED.

An attendee receiving the email contacts and minutes is entitled to store and share them as necessary within his or her own agency, but should not share the minutes widely within the agency, or with anyone outside the agency, unless this has been previously agreed by the Chair of the meeting. Minutes should be kept in the **RESTRICTED or CONFIDENTIAL** section of agency files.

If further disclosure with another agency with whom you have links is felt essential, prior permission should be sought from the Chair of this meeting and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.