

AGENDA

Meeting: Officer Appointments Committee

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Friday 6 September 2024

Time: 1.00 pm

Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership

Cllr Richard Clewer (Chairman)
Cllr Laura Mayes (Vice-Chairman)
Cllr Ashley O'Neill

Cllr Sam Pearce-Kearney
Cllr Derek Walters

Substitutes:

Cllr Phil Alford
Cllr Ian Blair-Pilling
Cllr Nick Botterill
Cllr Jane Davies
Cllr Brian Dalton
Cllr Nick Holder
Cllr Mel Jacob

Cllr Carole King
Cllr Gordon King
Cllr Dominic Muns
Cllr Tamara Reay
Cllr Paul Sample JP
Cllr Jo Trigg
Cllr Tim Trimble

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

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For assistance on these and other matters please contact the officer named above for details

AGENDA

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of Previous Meeting** (*Pages 5 - 6*)

To confirm the minutes of the meeting held on 17 July 2024.

3 **Declaration of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee or Monitoring Officer.

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 30 August 2024 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 3 September 2024. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Urgent Items**

Any other items of business, which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

7 **Exclusion of the Public**

To consider passing the following resolution:-

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item No. 8 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I 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.

PART II

Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

8 **Appointment of Corporate Director - Children and Education (Pages 7 - 16)**

To appoint to the role of Corporate Director – Children and Education.

Officer Appointments Committee

MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 17 JULY 2024 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Richard Clewer (Chairman), Cllr Laura Mayes (Vice-Chairman), Cllr Sam Pearce-Kearney, Cllr Nick Botterill (Substitute) and Cllr Carole King (Substitute)

25 **Apologies**

Apologies were received from Cllrs Ashley O'Neill and Derek Walters, who were substituted by Cllr Nick Botterill and Cllr Carole King respectively.

26 **Minutes of Previous Meeting**

The minutes of the meeting held on 27 March 2024 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

27 **Declaration of Interests**

There were no declarations.

28 **Chairman's Announcements**

There were no announcements.

29 **Public Participation**

There were no questions or statements submitted.

30 **Urgent Items**

There were no urgent items.

31 **Exclusion of the Public**

It was,

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Number 32 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 1 of Part I 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.

32 **Appointment of Chief Executive**

The Committee undertook an interview process for the appointment of the role of Chief Executive.

It was then,

Resolved:

To recommend that Full Council appoint Lucy Townsend as Chief Executive.

(Duration of meeting: 9.15 am – 6.40 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications, direct line 01225 713114 or email communications@wiltshire.gov.uk

ROLE PROFILE

Job family	Leadership	Role profile number and grade	LSCD-2726
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Role purpose:

Roles at this level have responsibility for setting the vision, strategic policy direction and leadership, as well as having accountability for operational management and financial control. Roles at this level will be discharging statutory duties in designated statutory roles and will have professional accountability, defined in legislation, which requires them to provide oversight and direction across a number of services and directorates.

Roles at this level will have professional responsibility for highly regulated services, with requirements of their role clearly defined in legislation.

Corporate Directors are part of the Council's Corporate Leadership Team and are likely to give advice and direction to other posts including the Chief Executive, Corporate Directors and Directors in the fulfilment of their statutory responsibilities.

Roles at this level will have significant contact with Cabinet Members / Portfolio holders and committee chairs, providing tactical advice and recommendations in respect of the services and functions within their area of responsibility to achieve the aims and desired outcomes of the Council.

Roles at this level report to the Chief Executive.

Factor	Relevant Job Information
Indicative qualifications	Degree in a subject relevant to the role or able to demonstrate equivalent knowledge, skills and experience. Relevant professional qualification at a post graduate level Licence / certificate / qualification where required for statutory role Management qualification or equivalent experience Programme management qualification or able to demonstrate equivalent knowledge, skills and experience
Knowledge, skills and experience	Roles at this level require self-sufficiency and professional accountability in a highly regulated technical or specialist field gained through wide experience of concepts/principles, wide exposure to complex practices and authoritative command of operations and functions. This includes: <ul style="list-style-type: none"> • Expert functional knowledge and/or providing significant advice with impact across the council. • Expert understanding of legislation and regulatory context • A broad knowledge and understanding of the services impacted by the service/function and across the council • Proven extensive senior management experience of managing a range of services and functions at a corporate strategic level • Substantial experience in both strategic and operational management across a range of services and functions within a large and complex organization • Substantial understanding of the council's people strategy to ensure effective workforce development in order to achieve service and council wide objectives • Experience of working in a political environment and managing political challenges to the direction of the function or services. • Substantial understanding of local government and the local, regional and national context

	<ul style="list-style-type: none"> • Substantial understanding and experience of delivering services that impact on the local community and partner organisations, and managing challenges to the direction of these services • Ability to deliver and support successful cultural and organisational change programmes with impact across the council • Effectively handling challenging & complex situations which have wide ranging impact and reputational risk for the Council • Leadership of high profile innovative projects which have wide ranging impact and reputational risk for the Council • Significant budget management experience across a range of services and functions.
<p>Accountability for Budget</p>	<p>Roles at this level have a major impact/effect on the overall results of the organisation and Wiltshire communities, encompassing a substantial portion of the organisations' income, expenditure or resources.</p> <p>The nature of the impact of the role is contributory with significant impact and influence in advising or facilitating services for use by senior management in taking decisions across the council including impacting upon Wiltshire communities and partner organisations.</p> <p>Leads a senior management team across a range of service areas and functions, each responsible for significant resources and operational/strategic delivery.</p> <p>Delegated budget lead to monitor and control the budget of significant council service(s), a range of major functions or a statutory function.</p> <p>Will have influence on significant expenditure across council, partner services and Wiltshire communities</p> <p>Impact on whole council gross budget (spend) circa £872 million</p> <p>Impact on partner organisations budgets and the economy of Wiltshire</p> <p>County population is around 510K</p>
<p>Problem solving</p>	<p>Roles at this level will have responsibility for discharging complex and high impact statutory functions of the local authority in line with legislation</p> <p>Roles will make final decisions in relation to issues falling within their statutory remit, providing professional oversight and intervention as required</p> <p>Roles at this level will be responsible for setting major functional policies and/or determining the direction and overall shape of a major function or range of services.</p> <p>Through the senior management team will influence the development of major policies that impact across the whole of the council, and on Wiltshire communities and partner organisations.</p> <p>Directs/sets the direction through senior management the implementation of required corporate change in the service/functional area, across the council, Wiltshire communities and/or partner organisations</p> <p>Directs/sets the direction of the development and implementation of service/function strategies and make a significant contribution to the development of corporate strategies and business plans</p> <p>Sets the direction for the design, development and implementation of complex solutions within the identified area which serve the council's vision, goals and core values, involving the application of significant council resources across the council, Wiltshire communities and/or partner services</p> <p>Sets new standards for innovation in the commissioning and delivery of services</p> <p>Maintain the integrity of the service/function and culture of continuous improvement, ensuring increased functional capacity across the council and partner organisations.</p> <p>Pro-actively identifying corporate, and service risks, and ensure action is taken to mitigate these.</p>

<p>Nature of contacts</p>	<p>Directly or through nominated senior management team, direct and oversee all activities of the services and functions, and more widely across the council, Wiltshire communities and partner organisations.</p> <p>Influence, advise and make recommendations to members, chief executive officers, directors, heads of service and equivalent levels in external bodies, private sector and partner organisations regarding complex situations that have high risk and reputational impact across the council.</p> <p>Work with other public bodies and other relevant partners/organisations to support Wiltshire's communities, through services and activities that address local concerns and that foster social capital and 'resilient communities'</p> <p>To represent the council and co-ordinate policy and practice on a local, regional and national scale</p> <p>Manage relationships with key stakeholders and delivery partners including consultation on complex political / strategic / commercial issues that have high risk and reputational impact across the council, Wiltshire communities and partners</p> <p>Provide service/functional direction, expertise, advice and support often in response to complex issues across the council, Wiltshire communities and partners including external stakeholders and suppliers etc.</p> <p>Sponsor and lead working groups and project teams, likely to be cross service/council/partners or external at a regional or national level.</p> <p>Engage with stakeholders to seek and explore innovative opportunities for collaborative working within and across function, services, Wiltshire communities and/or with partners</p> <p>Establish and lead partnership working with internal / external services / organisations and liaise with national bodies.</p> <p>Managing complex situations which can be contentious and have the potential to cause significant reputational issues for the council.</p>
<p>Additional duties</p>	<p>Postholders are required (subject to the provisions of the Working Time Regulations) to work the hours that are necessary to do the job, including evening and weekend work and attendance at meetings out of office hours. This includes being on standby or call out to respond to emergency situations.</p>
<p>Our Identity</p>	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
<p>Health & Safety</p>	<p>To be responsible for managing services in line with the council's health, safety and welfare policies</p>
<p>Equalities</p>	<p>Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy.</p>
<p>Authority to work in the UK</p>	<p>All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary

ROLE DESCRIPTION

Role description:	Corporate Director – Children and Education
Role profile family:	Leadership
Number of posts:	1
Role profile number and grade:	LSCD-2726
Reports to:	Chief Executive

Job Context
<p>This is a senior leadership role and the postholder will provide advice and guidance as a member of the Corporate Leadership Team to the Chief Executive and Cabinet in support of policy setting and strategic decision making to achieve the aims and desired outcomes of the council, its communities and partners.</p> <p>As Corporate Director for Children and Education the postholder will be accountable for the strategic direction of the Children and Education directorates and services and has overall responsibility for the delivery of activity within those directorates.</p> <p>The postholder is the statutory director of childrens services.</p> <p>In this role you will be a Chief Officer as defined in the Local Government and Housing Act 1989 and referred to in the Localism Act 2011. This means that you will support the Chief Executive in the overall corporate management of the Council. Part 3 of the constitution is the scheme of delegation that sets out the responsibility for functions and decision making that also apply to the role of Director.</p>

Job Purpose
<p>The purpose of this role is to engender and deliver positive, enthusiastic and dynamic leadership across the authority in the achievement of its vision and ambitions, playing a key role as a member of the Corporate Leadership Team providing professional and statutory advice and challenge in the formulation and development of the Council's corporate and strategic plans and priorities and supporting the Chief Executive in the overall leadership and management of the Council.</p> <p>The postholder will work closely with the Chief Executive, Cabinet and Lead Members.</p> <p>The postholder will be expected to develop and maintain strong working relationships with a wide range of stakeholders and partners both internally and externally in order to drive better outcomes and deliver on the agreed strategic priorities.</p> <p>The postholder will demonstrate the values, behaviours and ways of working described in 'Our Identity'.</p>

Responsibilities

- Managerial responsibility for:
 - Director of Education and Skills,
 - Director of Families and Children
 - Any other resources relating to Children and Education services, or as required by the Chief Executive.
- Act as the Council's statutory Director of Children's Services, with responsibility for providing a clear line of accountability for children's services, providing leadership in improving outcomes for all children, and securing the provision of services which address children's and young people's needs.
- Lead and direct the delivery of strategies to ensure efficient and cost-effective provision of Children and Education Services for Wiltshire through a range of programmes and initiatives to support the key strategic requirements of Wiltshire.
- Lead on the establishment of a vision and forward plan for the Council's Children and Education Services as part of our continuing transformation.
- Develop, negotiate and participate in partnerships and relationships with key stakeholders to fulfil the ambitions of the Council.
- Lead a team of Directors (and Heads of Service), providing individual support and coaching, ensuring that the direct reports are enabled and encouraged to deliver service accountabilities and demonstrate leadership behaviours. This includes transforming and modernising the way in which services are delivered and working to support corporate objectives.
- Provide professional, relevant and timely advice, guidance and support to Members in accordance with designated statutory, corporate and service responsibilities.
- Ensure the Council is effectively represented and positioned at the national, regional and local level in accordance with the aspirations of Cabinet.
- Eradicate silo working by empowering individuals and teams to work collaboratively with each other and through partnership. Be visible, accessible, responsive and generate a positive impact across the organisation and with partners.
- Provide corporate support and leadership by developing, reviewing and delivering corporate strategies and priorities that meet the needs of local residents and support community leadership.

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Council budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indirect impact as member of the Corporate Leadership Team	£876M (gross budget)

Dimensions				
Type of budget	Direct	Indirect	Responsibility	Amount / Cost
Staffing & service budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Direct responsibility for service budgets and income</p> <p>Direct responsibility for staffing budgets (included in figures above)</p>	<p>£142.3m gross Local Authority budget</p> <p>Dedictaed Schools Grant £229.9m (including schools block funding of £111.8m)</p>
<p>National performance standards or statutory/legal responsibilities applicable to this role:</p> <p>The postholder is the statutory director of childrens services.</p>				

Person Specification
<p>Education & Qualifications</p> <ul style="list-style-type: none"> • Degree level qualification • Relevant professional membership/qualification - desirable • Evidence of continuous professional development • Management qualification, e.g. MBA or equivalent – desirable <p>Relevant Experience</p> <ul style="list-style-type: none"> • Extensive experience in working effectively and impartially with Elected Members and in supporting the democratic decision-making process. • Substantial experience at a senior level gained in a large, complex, multidisciplinary organisation of senior strategic leadership achievement and experience consistently developing financial strategies and translating them into effective operational delivery plans. • Demonstrable experience of successful leadership and management of a range of services with multi-disciplinary teams to achieve high performing and significant, sustainable service improvements and outstanding results leading to improved outcomes for service users. • A proven track record of delivering customer-focused services in a complex environment <p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. • A sound understanding of the financial issues related to local government and experience of budget processes with a corporate impact. • Ability to make a strategic contribution to a large, multi-functional organisation of comparable scope and complexity with the ability to make effective decisions under pressure. • Knowledge and understanding of the trends, developments, political and legislative framework of

- local authorities within the context of a complex multi-service environment.
- Understanding and appreciation of the political relationships and processes within local government and the implications for policy making and action planning.
- Business awareness relating to local and national market conditions and broader business issues.
- Ability to coach and mentor others to improve and build a high-performance culture.
- Ability to challenge in a constructive manner to tackle potential financial risks, including fraud, to the organisation.
- High level communication, networking and ambassadorial skills.
- Able to translate complex strategies into what is required to deliver cultural, organisational and technological improvements.
- Ability to identify income generation opportunities/income streams in line with Council vision.
- Able to understand performance management systems and methods to drive continuous improvement.
- Able to develop a thorough understanding of different service areas, and the aspirations and pressures across the different parts of the organisation influence performance and be an advocate for new ways of working.

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport or unless a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>			
<p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>

This role is not subject to a NPPV check	<input checked="" type="checkbox"/>
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Safeguarding	
<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>