

**COMMUNITY SAFETY ACTION TEAM held at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN at 12.30pm on 26 JULY 2005**

Present: - In the Chair- Alasdair Bovaird– Uttlesford District Council.  
Victoria Borges, Gaynor Bradley, Fiona Gardiner, Rachel  
Hutchinson, Tracy Turner – Uttlesford District Council.  
David Gregory – Uttlesford District Councillor  
Chief Superintendent Peter Coltman – Essex Police  
Peter Pearson and Christopher White – Essex County Council  
Caroline Skinner – PCT  
Bill Seccombe - Essex County Fire and Rescue Service.  
Michael Young – Road Safety Working Group  
John Hardisty – UALC  
Peter Woollard – Essex Probation  
John Willoughby – Uttlesford Community Support Group  
Ann Jones – Essex Youth Service  
Andrew Thompson - ADAS

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Dale Atkins, Chris Bishop, Paul Bowers, Duncan Green, Sir Alan Haselhurst MP, Sgt Roy Sloane, Liz Tay, Melanie Walker and John Whittaker.

**2 MINUTES**

The notes of the meeting held on 26 April 2005 were signed by the Chairman as a correct record.

**3 CHAIRMENS' REPORTS**

The Team received reports from the latest meetings of the Community Support, the Alcohol and Drugs, the Road Safety and the Youth Initiatives Groups.

**(i) Road Safety Working Group**

Michael Young reported on recent activities. He explained that they had completed a motorcycle event in Ashdon where there was an Essex County Council Road Safety and Information stand. Essex Police Officers were also there doing assessed ride outs. He said that there was a good public attendance and the Police took out 12 riders to be assessed.

He informed the Team eye testing with Essex Traffic Police had taken place in Dunmow. 385 drivers were stopped and 4 drivers were cautioned, as they were unable to read a number plate at 20.5 metres, which was equal to approximately 5 car lengths.

He said that that the Summer Drink Drive/Fatigue education would take place at Tesco in Dunmow on 8 August from 12pm until 4pm.

He finally reported that they were looking for venues to carry out another speed check next year. However they had received confirmation that Helena Remanes were unable to do it due to timetable problems.

**(ii) Youth Initiative Group**

Gaynor Bradley on behalf of John Whittaker updated the Team on the agreed milestones. She reported that the Best Value review report had been drafted and was now being considered and would go to the Committees in September.

She informed the Team that U2005 had recently taken place in conjunction with the carnival and was a huge success with a good turn out.

She added that John Whittaker felt that the number of agencies involved within the Youth Initiative Working Group was effective and he was keen to continue his role as chairman of the group. He would be examining the way the Youth Initiative Working Group meetings would fit in with CSAT and CYPSP (Children's and Young Peoples Strategic Partnership).

**(iii) Community Support Group**

Fiona Gardener reported that they were assessing ways they could promote the group. She said that adverts would be put into all 3 local "freebies" newspapers providing the public with a telephone contact number.

She added that they had updated the version of "Help Is There" booklet, which was available and would be distributed shortly.

She informed the Team of "Adopt a Rent Deposit" scheme, where people who were fleeing domestic violence could go to the local authority that would lend them the money for a rent deposit. She said that so far there had been 25 referrals and the scheme was working well.

She then reported that talks were currently underway to develop and launch a 'Sanctuary' type scheme to enable victims of domestic violence and their children to remain in their own home where they choose to do so and where safety could be guaranteed. This scheme was now part of the Best Value Performance Indicator and housing officers, community safety and the Police would be meeting to set up the scheme and decide how it should be taken forward.

**(iv) Alcohol and Drug Strategy Group**

Andrew Thompson informed the Team that the new Alcohol and Drug Strategy Sub-Group (focusing on alcohol) had its first meeting in June and they would be meeting a total of 6 times a year to discuss specific alcohol issues.

He said that they were looking at arranging training for young carers who had dependants that were alcoholics to act as a support mechanism for families affected by alcohol.

#### 4 **FUNDING UPDATE**

##### (i) **Progress made by Funded Projects in the First Quarter 05/06**

- (ii) Chris White informed the Team that all the groups and organisations that had been allocated funding needed to report back to the authority in order to receive their funding. Without a report there would be no funds.

##### (ii) **BCU Fund Report 05/06**

Peter Coltman informed the Team that BCU funding had been allocated to posts as last year and that he would provide a copy of funds to be attached to the minutes.

##### (iii) **UCSAT Partnership Funding Status 04/05 and 05/06**

Rachel Hutchinson informed the Team that all the working groups needed to have spent or had planned their allocated devolved budget.

She reported that they had decided the Cheering project, which was a help line for older people who were potentially vulnerable, would be receiving £3,500 worth of funding as a one-off payment.

She said that there was approximately £3,000 left in the budget, between the UCSAT Partnership Fund and the Home Office Funding

#### 5 **UPDATE TO ROLE OF ASB OFFICER**

Fiona Gardiner informed the Team that the ASB post was funded by the Home Office and was a strategic role. However she explained that she had recently been focused on the operational side of Anti-Social Behaviour, but that she would now be concentrating on the strategic aspects looking at the mechanisms and co-ordinating agency work.

#### 6 **ANTI SOCIAL BEHAVIOUR QUARTERLY REPORT AND ECC FUNDING UPDATE**

Fiona Gardiner handed the Team an update on Uttlesford's anti-social behaviour cases. She explained that they tried to work with young people rather than just issuing ABCs and ASBOs to ensure that they don't go any further down the path. She added that they were now looking at younger children from age 9 upwards.

Currently they were looking at a "Prison No Way" scheme and a structured services scheme where people who were getting drugs would be focused on. She said that a similar scheme was up and running in Chelmsford and they would be able to refer to them for advice.

She informed the Team that there had been 8 anti-social behaviour cases in Newport and the first warning letters had been sent out in partnership with the school. However the people concerned were not all Newport school pupils.

## **7 DISTRICT WIDE CCTV SCHEME UPGRADE TO DIGITAL**

Rachel Hutchinson updated the Team with the progress of the CCTV upgrade to digital scheme. She said that all sites, Great Dunmow/Saffron Walden/Stansted had now been upgraded since the 27 June and the facilities were now a lot better enabling officers to catch information quickly. Training on the new CCTV was underway.

## **8 REPORT ON LOCAL AREA AGREEMENTS (LAA) COUNTYWIDE IMPACT**

Peter Pearson informed the Team that the LAA had categorised the countywide impact into 4 key areas, which were Children and Young People, Healthier Communities and Older People, Safer and Stronger Communities and Economy and Enterprise. He explained that Government would set the targets and it would be a partnership delivery across the whole of Essex. The agreement would be on behalf of all the partners but the funding would be based with Essex County Council who would then allocate funding to selected projects across the four strands.

He said that next year would be a challenge as it was a countywide agreement and it could potentially be risky that Uttlesford would not receive funding. He explained that this risk was mainly because the Government's targets were focused on high crime areas and Uttlesford was classed as a safe district with relatively low crime levels. However the Team agreed that road safety was a problem area within the district, but it currently was unclear where it would fit within the four strands. Therefore the worry was that Uttlesford would potentially suffer in any evidence-based targeting of resources.

In order to combat this and gain funding he added that CSAT would need to work on their action plans giving detailed explanations with evidence of where and why money should be allocated to the proposed projects. He explained that all the targets would need to be SMART making certain Uttlesfords position was clear and focused.

He explained that his role would be to make sure that Central Government was aware of local issues.

## **9 FEEDBACK ON PARTNERSHIP WORKSHOP 15 JULY 2005**

The Team were informed of the outcomes of the community safety workshop day. Rachel Hutchinson briefly explained that a presentation was given on the LAA and a discussion followed where it became obvious that the main concern for the working groups was funding and resources. She explained that the Essex Chief Executive Association had considered the issue of the

Safer Stronger Communities Block of the LAA and agreed the principal was for the Safer Stronger Communities fund be fed through one county group on behalf of the CDRP's, as long as all parties were fully represented.

She added that performance monitoring would have to become tightened up. However there were some worries as many of the Uttlesford projects were diversionary and featured long-term outcomes, which were harder to evidence.

She said that the structure was discussed and it was felt that the existing structure of CSAT would not fit in with the new themes within the new strategy. Therefore it was agreed that the RAG 6 legislated bodies would meet as usual and now include the Working Group chairmen and support officers, Community Safety Officer and the Anti-Social Behaviour Officer. The wider CSAT Strategy Group would meet annually to discuss progress made, pertinent issues and any changes to action plans of the working groups. She added that the Terms of Reference would be amended to reflect the changes.

She added that there was also a presentation on 12 recommendations from the external auditors, which were issues that had arisen in previous discussions. She worked the Team through each recommendation and some suggestions that she had received to achieve the recommendations, which were all listed in the report.

She then explained that in the afternoon session the new themes of the Community Safety Strategy 2005-08 were focused on and issues of how the working groups would implement the strategy and the outcomes were listed in the report.

She explained that a key issue to arise from the day was that the communication channels needed to be improved to ensure that all working groups were aware and informed. She confirmed that all information would be open and that no group should feel squeezed out.

Bill Seccombe informed the group that the Fire Service had a statutory duty to provide community safety and currently they were undertaking a lot of work and inputting a number of resources into Uttlesfords projects. He said that there currently was no reporting mechanism and proposed that there should be. Rachel informed him that this would be addressed through the working groups and action plans, and they would need to look at the words needed to include the Fire Service within the conditions.

RESOLVED that

1. CSAT amend its structure to the one presented immediately
2. The probation service be included within the RAG group
3. The YIWG remove to the auspices of CYPSP
4. The auditors recommendations be acted upon immediately

- 5 The RAG agrees to the Community Safety Strategy 2005-08 amendments to reflect comments highlighted in the officers report.

10 **PROLIFIC AND OTHER PERSISTENT OFFENDERS UPDATE**

Chief Superintendent Peter Coltman informed the Team that they currently had 2 people under “Catch and Convict” and “Prevent and Deter” and they were looking at ways they could work with them. They were also looking at prevent and deter to assess what would happen if they were to breach their conditions. He added that they had 3 people under resettle and rehabilitate.

There was also a countywide working group to help with local actions teams to provide a template regarding each prolific offender. This would ensure that the individuals do not get lost within the system, and that we could provide a service to resettle and rehabilitate.

11 **GRAFFITI TAGS -**

The Chairman informed the Team that he had received a letter from a concerned parent regarding his son’s arrest regarding spray paint graffiti.

Chief Superintendent Peter Coltman said that there were problems with graffiti tagging over the whole of Uttlesford. He explained that this case involved no payment for information. He said that they had received information from 3 people and some additional evidence had been identified, which gave justified grounds for arrest. However upon further investigation it was resolved that the case lacked sufficient evidence to take the prosecution any further.

12 **NEXT MEETING**

The next meeting would be held on 25 October 2005 at Council Offices, London Road, Saffron Walden. RAG Officers only.

13 **ANY OTHER BUSINESS**

Rachel informed the Team that Crime and Disorder training was now available. She added that Chris White and herself would be looking at performance management to iQuanta data, (which was the data type the Home Office used) which would act as the basis for measuring Uttlesford’s performance.

14 **Future RAG Meetings**

24 January 2006  
26 April 2006  
25 July 2006  
24 October 2006

**Committee:** Community Safety Action Team  
**Date:** 26<sup>th</sup> July 2005  
**Agenda Item No:** 10  
**Title:** Community Safety Workshop Day feedback  
**Author:** Rachel Hutchinson (01799) 510585

### **Summary**

- 1 Following the agreement by the Community Safety Action Team (CSAT) of the new Community Safety Strategy 2005-08 and its endorsement by Full Council, a partnership workshop day was agreed upon. This was to discuss potential new structures and working practices for the CSAT in light of the forthcoming Local Area Agreements (LAA).

The aims of the day were to:

- use the analysis of the external audit/interviews of CSAT members
- agree a potential structure of CSAT for best practice for the implementation of Local Area Agreement
- agree how best to implement the Strategy 2005-08

It was stressed that the success of the new Community Safety Strategy 2005-08 and the benefits to the Community of Uttlesford could not be achieved without the help and input of the people who are directly involved, so good representation of all agencies on the CSAT was important.

- 2 The external auditors' research brought to light several areas of concern and issues which have been evidenced by the interview process. These were shown in the key findings and recommendations.

### **Outcomes of the day**

A presentation was given on the key findings and recommendations for the CSAT from the interviews conducted by the external auditor. There were 12 recommendations in all, most of which had already been identified through informal discussions and some of which were already being addressed.

A presentation was given on Local Area Agreements and what it will mean for Uttlesford Community Safety Action Team at present (the guidance has not been finalised yet). Discussions followed the presentation, as it became obvious that the main concern for the working groups was funding and resources in order to carry out their functions. The Essex Chief Executive Association has considered the issue of the Safer Stronger Communities Block of the LAA on 9<sup>th</sup> June 2005. The agreed principle was for SSCF to be 'fed' through one 'county' group (the 'Safer and

Stronger Communities Fund Co-ordination Group) on behalf of the CDRP's. It should be noted that real concerns have been stated by some CDRP's, particularly those in relatively low crime areas that they will suffer in any evidence-based targeting of resources.

Performance monitoring would have to be reviewed and tightened up. This was perceived as more difficult for an area such as Uttlesford where the crime level is relatively low and their fear/perception of crime high. Also due to the fact that many of the projects worked on were diversionary and featured long term outcomes, therefore being more difficult to evidence outcomes immediately.

The structure of CSAT was discussed as many comments had been made through interviews that the Strategy Group level of CSAT was felt to be "a talking shop". It was also evident that the existing structure of CSAT did not fit entirely with the new themes addressed within the new strategy. It was agreed that The RAG (6 legislated bodies – Police, Police Authority, County Council, District Council, Primary Care Trust, Fire Authority) would meet as usual, and now include the Working Group chairmen and support officers, Community Safety Officer, and the Anti-social Behaviour Officer (as employed directly by RAG). The wider CSAT Strategy Group would meet annually to discuss progress made, pertinent issues and any changes to the action plans of the Working Groups. Terms of Reference will need to be amended to reflect these changes.

### **Recommendations by external auditor**

1. Members of CSAT to be fully engaged in a review of the partnership structure
2. Systems for monitoring the need for/impact of projects and outputs/outcomes of projects are required
3. Ensure performance monitoring exists within CSAT
4. All members to enhance their levels of pro-activity to provide further support to the Community Safety Officer
5. CSAT to improve the understanding of its members, of the cross cutting role of the ASB officer
6. Enhance the communication between the RAG and the working groups
7. Enhance the opportunity for cross cutting projects within each of the working groups
8. CSAT to actively recruit representation from Education sector and Uttlesford Community (in light of LAA guidance)
9. Develop mechanisms for Ethnic minority groups to report incidents of Hate crime
10. Ensure that CSAT understands that "the perception of crime in Uttlesford" needs to be dealt with pro-actively
11. Ensure that CSAT informs the Community of its aims/activities and engages with the Community in consultation and negotiation (in light of good practice and LAA guidance)
12. Engage with the Community to justify why Public funds should be expended on Crime & Disorder/Community Safety issues in a "low crime area"



Many of the recommendations were issues, which had arisen, in previous discussions. Many of the recommendations were already being addressed. Some suggested actions to achieve recommendations;

1. Through the Partnership workshop day, this report and minuted discussions to take place at CSAT on 26<sup>th</sup> July 2005, all members will be engaged in the Partnership review.
2. **Working Groups will manage; project monitoring forms, evaluations, milestones etc demonstrate need, success, best practice, etc with the assistance of their "support officers"**
3. RAG members & CSO to actively monitor projects delivered within working groups. CSO to bring iQuanta data to the RAG group
4. **Achieved by formalised re-writing of Working Group action plans – responsibility will fall to Chair/support officer to identify appropriate lead agency for each action - RAG to endorse and enforce**
5. ASB Co-ordinator to provide full briefing/update at RAG - all group members to network information into their agency.
6. New structure will provide this
7. **Chairmen of the Working groups had recently decided to meet separately (directly after CSAT meetings) to discuss cross cutting issues etc, the new structure will also enhance this. CSO & ECC Partnership officer to attend initially as support**
8. RAG to work through & with CYPSP network to engage representation from ECC Schools Service & local Education/YOT to attend YIWG. Discussion to take place regarding invitations to members of the Community after next CSAT meeting 26<sup>th</sup> July 2005 by RAG
9. **This is to be directed to Community Support Group (to be renamed Hate Crime Working Group for commonality of names), and through 3<sup>rd</sup> Party reporting and new Hate Crime Unit**
10. Positive press needs to be promoted about the safety of living in Uttlesford. Communication Aim within Community Safety Strategy will address this. Members of CSAT need to be aware that the perception of crime in Uttlesford is disproportionate to the actual levels of crime reported
11. Public Community Safety Strategy will address some of the communication issues, as will the Communications aim of the CS Strategy 2005-08. Responsibility of RAG to ensure negotiation with LAA (through LSP)
12. Public Community Safety Strategy will address some of the communication issues, as will the Communications aim of the CS Strategy 2005-08

### **Working Group Actions**

The afternoon session concentrated on the new themes of the Community Safety Strategy 2005 – 08 and how the working groups would implement the strategy. The session asked for comments on priorities for action, lead agency and cross cutting issues to be identified, and any need for change. The actions stemming from the afternoon session are listed below.

All working groups names should have a common name i.e. all groups should be called Working Groups. Therefore RAG will have;

- Alcohol & Drugs Working Group – ADWG (previously Alcohol & Drugs Strategy)
- Road Safety Working Group - RSWG
- Hate Crime Working Group – HCWG (previously Community Support Group)
- Business Crime Working Group – BCWG (not yet implemented)
- Youth Initiative Working Group – YIWG - come under the management of CYPSP (Children's & Young Peoples Strategy Group)

Page 6 of the Community Safety Strategy needs to be revised to reflect the new structure of RAG/CSAT.

All Working Groups should focus on outcomes to fall in line with Safer Stronger Communities legislation.

### ***Hate Crime Aim***

Priorities - agree with the aims in the Strategy

Leads - as stated within the action plan and to remain

Cross cutting issues - with ADWG & YIWG

### ***Anti-social Behaviour & Criminal Damage Aim***

*Priorities - actions were contained within the Community Safety Strategy and that the Police Community Safety Tasking Groups should be the focus for the aims of ASB and Criminal Damage – ASB co-ordinator to attend as “Working Group”*

*Lead – ASB Co-ordinator and Police*

*Cross Cutting issues - through all of the other aims/themes in CS Strategy*

*ASB and criminal damage is not just committed by young people should not therefore sit in remit of YIWG*

### ***Alcohol Related Crime Aims***

Priorities –

Aim 1 - research town centre crime and define the problem priorities geographical areas

Aim 2 – should read “to allocate resources to develop partnerships and reduce crime within existing resources”

Aim 3 – To reduce alcohol related domestic violence

Leads

1. Police researcher, ECC & UDC crime profiler users
2. RAG – to identify resources ADWG to develop partnership
3. ADAS, ECC, Police

Cross Cutting issues – ASB, BCWG, HCWG

### ***Drug Related Crime Aims***

Priorities –

Aim 1 – rephrase to “Increase no. of arrests and reports leading to reduction in supply of drugs”

Aim 2 – rephrase to “Measure ability of Young People to make informed decisions relating to drugs”

Aim 3 – agree

Aim 4 – rephrase to “Reduce the number of drug related crimes in Uttlesford through provision of treatment in Uttlesford”

Leads –

Aim 1 – Police

Aim 2 – ADWG

Aim 3 – Police & ADWG

Aim 4 – DAAT, PCT, ADWG

Cross Cutting issues – CYPSP, ASB HCWG, and BCWG

### **Road Safety Aim**

Priorities – agreed the aims in the Strategy & Fire service to attend group

Lead – Road Safety Officer (ECC) Police

Cross cutting issues – ADWG, CYPSP, YIWG, ASB, and BCWG

### **Business Crime Aim**

Priorities – to proactively implement measures set out in CS Strategy

Encourage participation of local businesses

Define Business Crime

“Crime against business or commercial premises”

Determine baseline – through Police or Federation of Small Businesses?

Lead – RAG, CSO, Essex Police (Crime Reduction Advisor)

Cross cutting issues – ADWG, ASB, HCWG, and RSWG

### **Recommendations**

That CSAT amend its structure to the one presented immediately.

*That the YIWG remove to the auspices of CYPSP*

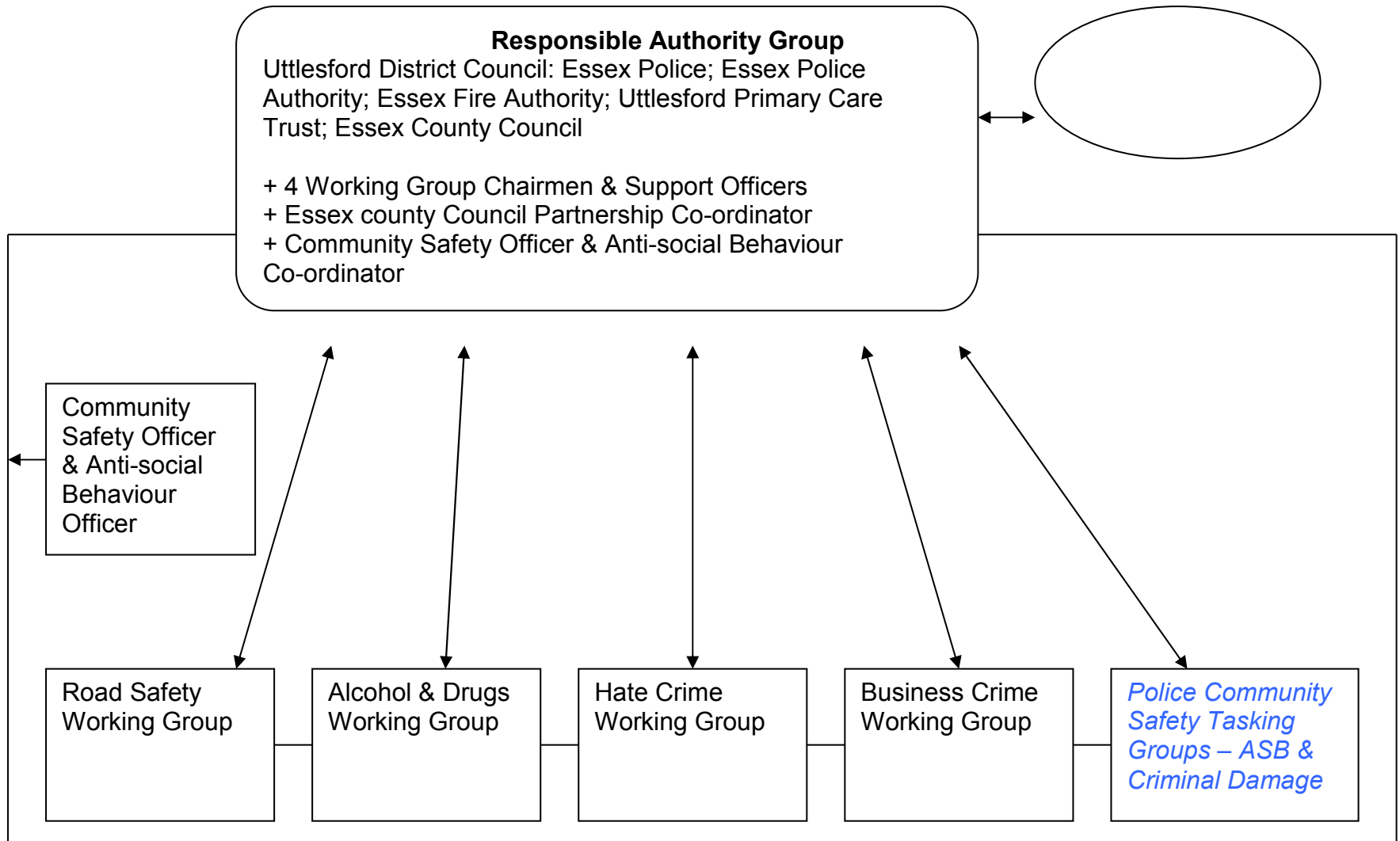
The auditors recommendations are acted upon immediately

The RAG agree to the Community Safety Strategy 2005-08 amendments to reflect comments highlighted in this report.

That Terms of Reference be amended to reflect recommended changes

That the Working Group Chaimen take action on the recommendations set out in this report

**Please see diagram of new structure**



Background Papers: Community Safety Strategy 2005-08  
Community Safety Audit 2005  
Guidance on LAAs – ODPM  
Evaluation, Interview outcomes & Recommendations  
from Coda Consultants



**BCU Fund (Home Office Funding)  
Spending Plan 2005-06**

Updated 9th March 2005

Note: 05-6 funding verbally agreed to be the same as 04/05 (tel con with J.Jones 9.3.2005) No funding beyond 05/6 indicated as yet.

BCU: \_\_\_\_\_

Plan Ref.	National Policing Plan Priority	C&D Intervention Or Partnership Capacity details	Inputs	Outputs	Capital Cost		Revenue implications (if any)		Performance Measure/s	Outcome	Timetable	Lead Contact
					2005-6 £	2005-6 <sup>(1)</sup> £	for 2006-7 £	beyond '6/7 £				
1	Tackling anti-social behaviour and disorder	Anti-Social Behaviour Officers.	Employment of two full time support staff members	High visibility patrols and pro active action in areas identified as suffering from anti-social behaviour		49,377						
2	Reducing volume crime in line with local and national targets.	Crime Reduction Officer.	Employment of one full time support staff member	To be deployed to specific 'hot spot' crime areas across the Division to actively reduce and prevent volume crime.		22,502						
3	Tackling anti-social behaviour and disorder	Clerical Assistant	Employment of one half post to assist in dealing with files and paper work	To allow ASB Officers to concentrate on cases.		8,500						
4												
5												
6												
7												
8												



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Spending Plan 2005-06**

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Plan Ref.	National Policing Plan Priority	C& D Intervention Or Partnership Capacity details	Inputs	Outputs	Capital Cost		Revenue implications (if any)		Performance Measure/s	Outcome	Timetable	Lead Contact
					2005-6	2005-6 <sup>(1)</sup>	for 2006-7	beyond '6/7				
9												

0	80,379	0	0
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**Total 2005-6**      80,379

<sup>(1)</sup> 2004-5 figures are key to the 2004-5 plans. Subsequent year figures are for information only and to ensure all revenue consequences are captured before a commitment is made.

Spending plan version:	Original
Updated by	
Date	Submitted by 31st March 2005

*Consultation and agreement on the above spending plan has been reached with our Crime and Disorder Reduction Partnerships*

Signed \_\_\_\_\_  
Divisional Commander

Date:

**BRAINTREE BCU GRANT FUNDED EXPENDITURE  
SPEND APRIL-JUNE 2005**

Police Staff Pay	£71,798	£18,237	£71,798
Overtime	£9,000	£1,613	£9,000
Mileage	£1,897	£660	£1,897

Pay Staff Pay funds two ASBO Workers (Eloise Stanley & Tina Hall) and one Crime Reduction Officer (Chris West). This includes on-costs and allowances.

Overtime funds police officer overtime and police staff overtime related to ASBO/Community Safety activity.



**BRAINTREE BCU GRANT FUNDED EXPENDITURE: SPEND APRIL-JUNE 2005**

Police Staff Pay	£60,147	£60,816
Police Staff NI	£3,775	£5,026
Police Staff Pensions	£4,824	£4,794
Pay Supplement - Police Staff	£3,052	£1,908
Wkend Enhancement- Police Staff	£0	£404
Police Staff Overtime	£9,000	£1,451
Police Officer Operational Overtime	£0	£4,628
NI On Police Officer Overtime	£0	£372
Local Operational Expenditure	£1,897	£0
Authorised Casual Mileage	£0	£2,642