

**COMMUNITY SAFETY REVIEW
(Report by the Head of Environment & Transport)**

1. PURPOSE

- 1.1 To present the key recommendations of the Section 17 community safety review of Huntingdonshire District Council.
- 1.2 To present the draft corporate Community Safety Strategy.
- 1.3 To give an outline of the community safety workshop to be held on 7th October 2003 for Cabinet, Chief Officers Management Team, Chairmen and Vice Chairmen of Scrutiny Panels.

2. BACKGROUND

- 2.1 The Crime and Disorder Act 1998 gave local authorities a statutory duty to work in partnership to reduce crime and disorder and under section 17 required them to consider the implications of crime and disorder in all of their functions. The section 17 duty has become commonly referred to as 'mainstreaming' as it requires a process of building crime and disorder reduction practices into mainstream service delivery.
- 2.2 The District Council was concerned to ensure compliance with the section 17 duty and to ensure the full potential of our capacity to contribute to a safe community was reached, so a review of our compliance with section 17 was commissioned.
- 2.3 The review was carried out in Spring 2003 by a team of consultants from Matrix MHA who are experienced in this field.
- 2.4 Best practice advice is to have a corporate Community Safety Strategy for the council which sets out how the authority contributes to the local Community Safety Partnership Strategy and how it complies with the section 17 mainstreaming duty.

3. COMMUNITY SAFETY REVIEW

- 3.1 The key findings of the review were:
 - Community safety was recognised as an important issue in the authority but responses are currently ad-hoc and there is no explicit recognition or labelling of such work as contributing to community safety
 - There is a need to raise awareness of community safety issues with staff and members and improve cross-departmental working to tackle community safety problems

- Short term projects need to be evaluated to inform long term strategic funding decisions and a balance needs to be struck between short term projects and long term mainstream solutions which develop in-house capacity
- The District Council has provided leadership through the Community Safety Partnership and there is evidence of excellent work with partners, but greater departmental involvement and expertise at appropriate relevant points would be beneficial
- There is a lack of a shared understanding, definition and approach to community safety within the authority

3.2 The recommendations of the review are as follows:

- Develop an agreed definition of community safety
- Develop an HDC Community Safety Strategy
- Clear labelling of community safety work
- Develop top to bottom targets on community safety
- Achieving a balance between project based and mainstream responses to community safety
- Developing a human resources response to community safety
- Support for 'early adopters' of community safety
- Bespoke training
- A clear communications strategy

4. ADDRESSING THE RECOMMENDATIONS

4.1 Work has already commenced on addressing some of the recommendations:

- A problem solving workshop is to be held on 1st October for heads of service and senior managers with the aim of promoting cross departmental working to tackle anti-social behaviour and crime issues
- A training and awareness raising event is to be held for Members and Chief Officers Management Team on 7th October. For details see appendix B
- A draft corporate Community Safety Strategy has been prepared. See appendix A. It is intended to further develop the document with input from staff and members at the planned training events. Comments are welcomed on this early draft.
- Community Safety is one of the services piloting the Corvu balanced scorecard performance management system.
- A beacon status bid for Crime and Disorder Partnerships has been submitted for the latest round. If successful beacon status will help to create ownership and recognition of our successful work on community safety.

4.2 An improvement plan to address the remaining recommendations of the review will be developed and agreed at the community safety workshop on 7th October. A draft is attached for early consideration (see appendix C)

5 RECOMMENDATION

5.1 Cabinet are recommended to –

- (a) Note the findings and recommendations of the community safety review
- (b) Consider and approve the draft Community Safety Strategy for the Council and authorise the Director of Operational Services, after consultation with the Executive Councillor for Environment, to make any further changes to the strategy from the workshops
- (c) Approve draft improvement plan for the authority based on the recommendations from review with further consideration at the workshop
- (d) Note the draft programme for the Community Safety Workshop on 7th October 2003

BACKGROUND PAPERS

Matrix MHA consultants final report (May 2003)

File ref: [Matrix final report.doc](#)

Location: Environment & Transport 3rd Floor Pathfinder House

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APPENDIX A

COMMUNITY SAFETY STRATEGY FOR HUNTINGDONSHIRE (Draft September 2003)

CONTENT

Community Safety is an integral element in the delivery of the economic, environmental and social well-being of the community. The Crime and Disorder Act 1998 recognised that local authorities, in their role as community leaders and service deliverers, have a key role to play, with other partner organisations, in delivering community safety.

The District Council is therefore recognised as one of the key 'responsible' authorities required to address community safety.

DEFINITION

Objectives

- To have low levels of crime in Huntingdonshire
- To have high levels of reassurance in the community in Huntingdonshire

METHODOLOGY APPROACH TO COMMUNITY SAFETY

There will be three approaches to Community Safety:

- (a) At the corporate level community safety will be a 'whole organisation' activity to deliver a cross-directorate approach.
- (b) At the cultural level, a clear understanding of and commitment to community safety will be embedded.
- (c) At the team level, the encouragement will be given to ensure that community safety will be embedded in core tasks.

SHORT TERM ACTIVITIES

The Council will undertake the following activities in the short-term to mainstream community safety. We:

- will identify the services and their roles which deliver the objectives of Community Safety (see Annex 1);
- will use a problem solving approach to ensure cross-directorate working (see attached protocol at Annex 2);
- will adopt the definition of community safety in this strategy;
- will work with partner organisations at both the strategic and operational levels;
- will establish through the corporate performance management system linkages between the council's services (see Annex 1) and the outcomes and targets detailed in Annex 3.

PERFORMANCE MANAGEMENT

Information will be collated to set targets and monitor achievements on the following aspects:

- ❖ Crime rates for:
 - violence against the person:
 - homophobic crime
 - racial violence
 - domestic violence
 - street violence
 - stranger violence
 - robbery
 - crime against property:
 - burglary
 - criminal damage
 - arson
 - theft and handling stolen goods
 - fraud & forgery
 - sexual offences
 - drugs and alcohol offences
 - school age bullying
 - theft from/of vehicles
 - anti-social behaviour
- ❖ The level of persistent/juvenile/adult re-offending
- ❖ Active guardianship
- ❖ The level of reassurance in the community.

RESPONSIBILITIES

The Board of the Partnership is responsible for strategic direction and performance monitoring and reports to the Huntingdonshire Strategic Partnership.

The Director of Operational Services is the Chairwoman of the Huntingdonshire Community Safety Partnership Executive Group which is the District-wide Officer Group supporting the Board.

The Environment & Transport Development and Community Manager has day-to-day responsibility for the Community Safety Unit of the District Council. The Unit comprises the Community Safety Support Officer and Community Support Assistant, as well as the CCTV Control System.

In line with Section 17 of the Crime and Disorder Act, COMT and all Heads of Service are responsible for ensuring that community safety is mainstreamed in the policy and strategy development of the Council as well as day-to-day operational activities.

DEVELOPMENT OF STAFF

A training programme to mainstream community safety within services will be developed and implemented during 2003/04.

- ❖ Cabinet Member/COMT Awareness Raising Seminar
- ❖ Workshops on the problem solving approach for senior and middle managers. To then be cascaded down to practitioner level
- ❖ Workshop on problem solving for Task Group representatives

HDC SERVICES DELIVERING COMMUNITY SAFETY

Service	Potential Community Safety Role
Housing	<ul style="list-style-type: none"> • Housing advice to those at risk (e.g. domestic violence) • Housing offenders and victims • Witness protection
Benefits	<ul style="list-style-type: none"> • Benefit delivery
Community Services	<ul style="list-style-type: none"> • Community capacity building and neighbourhood renewal • Providing leisure activities for young people at risk of crime
Environment & Transport	<ul style="list-style-type: none"> • Environmental Improvements to reduce fear of crime and actual incidents of crime • Lighting and CCTV • Community transport for young people • Safety on public transport
Planning	<ul style="list-style-type: none"> • Designing out crime in new and existing developments
HR/Corporate	<ul style="list-style-type: none"> • Staff Training on personal safety • Staff awareness training on community safety • Safety & security of buildings • Licensing
Operations	<ul style="list-style-type: none"> • Needle collection • Fly tipping • Litter • Graffiti removal • 'Eyes and ears' role in the community

PROBLEM SOLVING PROTOCOL

The problem solving approach will be used by all services when at least 3 of the following attributes can be assigned to a particular issue drawn to the attention of any one service.

- ❖ Vandalism/Criminal Damage
- ❖ Graffiti
- ❖ Unfit Property/Empty Property
- ❖ Noise Nuisance
- ❖ Littering/Rubbish
- ❖ Abandoned Vehicles
- ❖ Vehicle Repairs on the Street
- ❖ Abusive Behaviour
- ❖ Damage to Property
- ❖ Harassment/Intimidation
- ❖ Homelessness (potential & actual)
- ❖ Alcohol/Drug Misuse

When 3 or more attributes are seen to contribute to the issue then the problem solving approach will be used. The first problem solving group will be held within 6 weeks of the issue being identified for this approach.

An Officer from the following services will be asked to attend:

- ❖ HDC:
 - Planning
 - Environmental Health
 - Highways
 - Community Safety
 - Housing
 - Community Initiatives
 - Legal

- ❖ Other Agencies:
 - Police
 - Social Services
 - Education
 - Youth Offending Services
 - Drug Action Team (DAARG)
 - PCT
 - Probation Services
 - CPS

The Group will meet monthly until the problem is resolved and then disband.

ANNEX 3

OUTCOMES

Outcome	Measure	Target	Timescale
Residents feeling safe in their communities	1. Householders feeling safe. <i>(Baseline 2003 – 78%)</i>	80%	2005
	2. Level of reported ASB incidents reduced. <i>(Baseline 2001)</i>	20%	2005
Minority Groups feel confident in reporting crime	1. Satisfaction of minority groups with service. <i>(Baseline 2001)</i>	85%	2005
Reduced crime levels	1. Crimes against property reduced. <i>(Baseline 2001)</i>	10%	2003 → 05
	2. Crimes against people reduced <i>(Baseline 2001)</i>	10%	2003 → 05

APPENDIX B

<p style="text-align: center;">Community Safety Workshop 7th October 2003 Hinchingbrooke Country Park</p>

Delegates

Chief Officers Management Team
Cabinet Members
Chairmen & Vice Chairmen of Scrutiny Panels
Community Safety Team

Facilitators

Chris Fox and Kerry McCarthy, Matrix MHA

Aim

- To raise awareness of community safety issues and duties under section 17 of the Crime and Disorder Act 1998.
- To familiarise delegates with the recommendations arising from the section 17 Community Safety Review undertaken earlier this year
- To develop an Improvement Plan for the authority to take forward the recommendations from the review
- To consider in more detail improvements the authority can make in its response to incidents of anti-social behaviour

Draft Programme

12.30 Lunch

1.30 Welcome (Cllr Pat Gregory)

1.35 Local Community Safety issues (Liz Wilson)

- Quarterly crime data
- Quality of life research
- Anti-social behaviour issues

1.55 Outcomes of Matrix S17 review and recommendations (Chris Fox)

2.15 Workshops

- Developing and Implementing an Community Safety Improvement Plan
- ASB – how does HDC work effectively to tackle the problem

3.10 Feedback & round up

3.30 Finish

APPENDIX C

Huntingdonshire District Council Community Safety Improvement Plan (Draft September 2003)

No.	Improvement	Action	Process	Timescale	Priority	Officer
1	Develop an agreed definition of Community Safety	Definition to be agreed as part of work on developing the new Community Safety Strategy	<ul style="list-style-type: none"> Agree definition at workshop on 7th October Publish in new HDC Community Safety Strategy Publicise to staff and members 	Oct 2003	Quick	Director Op Services
2	Develop an HDC Community Safety Strategy	Agree Draft Strategy, publicise and create ownership across authority	<ul style="list-style-type: none"> Draft strategy to Cabinet 2nd Oct Develop at workshop on 1st Oct & 7th Oct Organise a launch and put on intranet and provide copies for HoS 	Oct / Nov 2003	Quick	Director Op Services
3	Clear Labelling of community safety work in HDC	Agree on community safety roles and responsibilities across the authority	<ul style="list-style-type: none"> Use annex 1 of draft CS strategy as a basis for brainstorming roles and responsibilities at CSAG Publicise results to staff asking for further ideas Promote use of 'labels' for community safety work in future service plans and staff KPAs 	Dec 2003 Jan / Feb 2004	Medium	Dev&Com Manager / Head of E&T
4	Develop top to bottom targets / improve performance management	Cascade community safety targets throughout the organisation	<ul style="list-style-type: none"> Develop corporate community safety targets as part of new performance management system 	April 2004	Long	Dev&Com Manager / Head of Policy

			<ul style="list-style-type: none"> • Improve CST service plan monitoring • Promote use of community safety targets in relevant service plans and provide support and advice on this process 			
5	Balance project based and mainstream responses	Improve evaluation of short term projects to inform long term funding decisions	<ul style="list-style-type: none"> • Ensure all partnership funded projects to an appropriate level dependent on size of project • Consider evaluations of short term projects in new MTP bids 	March 2004	Medium	Com Saf Officer
6	Develop a Human Resources response	Raise the status of community safety as a competency in staff	<ul style="list-style-type: none"> • Develop community safety as a core competency in relevant posts • Highlight the need for awareness of community safety when recruiting across a wide range of strategic and operational posts • Incorporate awareness of community safety in promotion processes 	TBA	Long	Personnel Manager
7	Support 'Early Adopters' of community safety changes	Create a supportive culture to allow change to take place to improve cross-departmental working on community safety issues	<ul style="list-style-type: none"> • Offer coaching, mentoring and work shadowing opportunities to interested staff • Develop an effective mechanism for dissemination of 'what works' and other relevant community safety information to staff 	Dec 2003 Dec 2003	Quick	Com Saf Team

			<ul style="list-style-type: none"> • Agree release of staff time to support the development of the collaborative approach to problem solving on anti-social behaviour - CSAG 	Oct / Nov 2003		HoS E&T
8	Bespoke Training	Run bespoke training for members and staff	<ul style="list-style-type: none"> • Events planned for Oct with senior staff and Members • Run follow on events for practitioners to cascade the learning • Input to new staff inductions • Offer work shadowing and coaching to staff on community safety across the authority 	Oct 2003 March 2004 From Nov 2003 & ongoing	Medium	Com Saf Officer
9	Clear Communications Strategy	Write a communications strategy for internal use	<ul style="list-style-type: none"> • Prepare draft Communications Strategy as an annex to the HDC Community Safety Strategy • Include a variety of different ways of communicating to staff and members (ref p.20 of matrix report) 	Nov 2003	Quick	Community Saf Officer