

08 March 2018 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 28.02.18

Cabinet

Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Lowe
Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.


	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 6 February 2018, as a correct record.	(Pages 1 - 8)	
2. Declarations of interest Any interests not already registered.		
3. Questions from Members (maximum 15 minutes)		
4. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees		
5. Annual Review of Parking Management Arrangements for 2018/19	(Pages 9 - 20)	John Strachan Tel: 01732227310




REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

6. Community Grant Scheme Draft Allocations 2018/19	(Pages 21 - 52)	Simon Davies Tel: 01732227374
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|----|---|-------------------|---|
| 7. | Local Citizens' Advice Service Level Agreement | (Pages 53 - 70) | Simon Davies
Tel: 01732227374 |
| 8. | Sevenoaks District Community Safety Strategy and Action Plan 2018-19 | (Pages 71 - 106) | Lesley Bowles,
Kelly Webb
Tel: 01732
227335/7474 |
| |  | | |
| 9. | Strategic Assessment Update | (Pages 107 - 172) | Kelly Webb
Tel: 01732227474 |

 Indicates a Key Decision

 indicates a matter to be referred to Council

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

CABINET

Minutes of the meeting held on 6 February 2018 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Lowe (Vice Chairman)

Cllrs. Dickins, Hogarth, Piper and Scholey

Cllrs. Clack, Edwards-Winser and Eyre were also present.

64. Minutes

Resolved: That the minutes of the meeting of Cabinet held on 11 January 2018 be approved and signed as a correct record.

65. Declarations of interest

Cllr Dickins declared a non-pecuniary interest in item 9 (Minute 68) being appointed to the High Weald AONB Joint Advisory Committee. There were no additional declarations of interest.

66. Questions from Members

There were no questions from Members.

67. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees

There were none.

CHANGE IN AGENDA ITEM ORDER

With Cabinet's agreement, the Chairman advised he would take agenda item 9 first (Minute 68).

68. Property Investment Strategy Update

The Portfolio Holder for Finance presented the report which provided an update on the progress of the Property Investment Strategy to date and looked at the future direction of the strategy. The Property Investment Strategy had been a major tool in helping this council achieve financial self-sufficiency and continue to deliver a balanced 10-year budget.

He stated that it was important to continue with the Property Investment Strategy to enable schemes such as the M&Co and Swanley sites to progress and therefore deliver further income streams.

The Finance Advisory Committee had considered and noted the same report.

The Chief Finance Officer informed Cabinet that £18m had been spent to date including two acquisitions in 2017 and the budgeted income from the strategy in 2017/18 was forecast to be exceeded.

Cllr Histed, Chairman of Shoreham Parish Council, addressed Cabinet on this item with the permission of the Chairman.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

69. Bank Account Signatories

The Principal Accountant (Capital and Treasury) presented the report which sought approval for a change to the list of officers authorised to sign cheques and sanction banking instruments on behalf of the Council.

As a result of changes in personnel in the Finance Department, Cabinet approval was required to amend the list of authorised bank signatories.

Two members of staff were being removed from the list and the new Head of Finance and the Assistant Accountant were being added.

It was explained that authorised signatories within the Finance Section had signing rights over all bank accounts except for the Legal Section's Imprest Account.

Resolved: That

- a) Jackie Weyman, Finance System Team Leader and Joanne Cheeseman, System Finance Officer no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council; and
- b) pursuant to Financial Procedure Rules 4.73 and 4.74, Alan Mitchell, Head of Finance and Tsitsi Danga, Assistant Accountant (Technical) be authorised to sign cheques and sanction banking instruments on behalf of the Council.

70. Budget and Council Tax Setting 2018/19

The Portfolio Holder for Finance introduced the report which was the final stage in the budget process that had seen significant Member involvement. He stated that

Cabinet - 6 February 2018

if approved the net expenditure budget for 2018/19 would be £14.687m. Subject to any further changes this would result in a Council Tax increase of 2.97% resulting in a Band D Council Tax being £208.80.

The Chief Finance Officer then presented the report which contained various appendices including budget amounts for all service within areas, growth and savings items recommended as well as pay costs and a risk analysis.

The report also contained the Chief Finance Officer's opinion, as the Statutory Finance Officer, on the robustness of the budget estimates and adequacy of reserves. Appendix I contained a review of reserves which included the recommendation to transfer £141,000 into the Corporate Project Support Reserve to help fund innovations such as the Customer Redesign Project.

Cllr. Piper [tabled](#) a document during discussion of this item setting out the number of building completions by ward.

Resolved: That it be recommended to Council that

- a) the Summary of Council Expenditure and Council Tax for 2018/19 set out in Appendix E to the report be approved;
- b) the 10-year budget 2018/19 to 2027/28 which is the guiding framework for the detailed approval of future years' budgets set out in Appendix B to the report be approved, including the growth and savings proposals set out in Appendix C-D to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve;
- c) the Capital Programme 2018/21 and funding method set out in Appendix H to the report, be approved; and
- d) the changes to reserves and provisions set out in Appendix I to the report, be approved.

71. Annual Discretionary Rate Relief

The Chief Finance Officer presented a report which set out the proposals for awarding discretionary rate relief for 2018/19. The Council required potential recipients of discretionary rate relief to submit a formal application every two years. However, in view of the changes brought about by business rate retention, the proposals for awarding relief were to be reported annually.

Members were advised of three amendments to Appendix B: Target Your Potential Ltd should have been listed as 'recommended; Badgers Mount Memorial Hall should be listed as Badgers Mount Parish not Shoreham; and Age Concern Sevenoaks & District Shop was not now recommended for relief.

The Finance Advisory Committee had considered the same report and had agreed to recommend it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the proposals for granting relief from business rates for 2018/2019 set out in Appendix B to the report, subject to the reported amendments above, be approved.

(Cllr. Eyre was not present during consideration of this item, due to a disclosable pecuniary interest.)

72. Local Discretionary Business Rates Relief Scheme

The Chief Finance Officer presented a report which set out the proposals for amending Sevenoaks' local discretionary business rates scheme for 2017/18 to 2020/21 to ensure that funds were allocated for the benefit of local ratepayers.

The Government had set aside £300m in funding over the period 2017/18 to 2020/21 to support those businesses most affected by the revaluation of Business Rates from 1 April 2017. The Government had confirmed that there was no provision for unallocated funds to be rolled over into the next financial year and that any underspend would be returned to MHCLG as part of the usual NDR process.

He advised that the Finance Advisory Committee had considered the same report and had agreed to recommend it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the following proposals be approved:

- a) increase the maximum percentage relief available for 2017/18 to 2020/21 and allow this to be retrospectively applied to existing recipients;
- b) make automatic awards for 2017/18 (subject to a State Aid declaration) to potential recipients who have not yet claimed;
- c) apply relief automatically for 2018/19 to 2020/21 (subject to a State Aid declaration); and

Cabinet - 6 February 2018

- d) give delegated authority to the S151 officer to amend the scheme in future years to ensure relief if properly targeted and fully utilised for the benefit of ratepayers.

73. Financial Results 2017/18 - to end of November 2017

The Portfolio Holder for Finance presented a report which detailed the budget monitoring position as at the end of November 2017 and the forecast outturn position for the financial year, which Members considered.

The Principal Accountant explained that based on the information that was available at the end of November, Officers were forecasting a favourable outturn variance of £56,000. When last reported, the outturn position was a favourable outturn variance of £103,000

The Finance Advisory Committee had considered and noted the same report.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

74. Treasury Management Strategy 2018/19

The Portfolio Holder for Finance presented the report which set out the Council's policies for borrowing and for managing its investments and for giving priority to the security and liquidity of those investments.

The Council was required under the Local Government Act 2003 (the Act) and supporting regulations to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans were affordable, prudent and sustainable; to set out its treasury strategy for borrowing; and to prepare an Annual Investment Strategy (as required by investment guidance issued subsequent to the Act).

The Principal Accountant further advised that CIPFA had recently published a revised Prudential Code as well as a revised Treasury Management Code of Practice. The primary purpose was to ensure sound governance around "non-treasury" investments such as property acquisitions. The Codes were published too late to enable the full impact to be built in to the strategy statement, therefore changes would be brought before Members during 2018/19 as and when required.

The Finance Advisory Committee had considered the same report and had agreed to recommend it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that the Treasury Management Strategy for 2018/19, be approved.

75. Capital Programme and Asset Maintenance 2018/21

The Portfolio Holder for Finance presented a report which set out the proposed Capital and Asset maintenance programme for 2018/21 together with proposed funding. The Chief Finance Officer set out the proposed capital programme for the next three years as well as the asset maintenance programme.

The following projects were proposed:

- Vehicle Replacements of £548,000 in 2018/19 funded by the Vehicle Replacement Reserve
- Disabled Facility Grants - £889,000 in 2018/19 funded by the Better Care Fund
- CCTV Equipment Replacement - £70,000
- Property Investment Strategy, 4th phase of £25,000,000.

The Finance Advisory Committee had considered the same report and had agreed to recommend it for approval.

Two members indicated that they were keen to ensure that asset sales did not prejudice the capability of the Council to provide affordable housing via any future affordable housing company.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Capital Programme 2018/21 and funding set out in Appendix B to the report, be approved; and
- b) the proposed Asset Maintenance budget of £561,000 be agreed for 2018/19.

THE MEETING WAS CONCLUDED AT 7.54 PM

CHAIRMAN

Cabinet - 6 February 2018

IMPLEMENTATION OF DECISIONS

This notice was published on 8 February 2018. The decisions contained in Minutes 70 and 74 are references to Council. The decisions contained in Minutes 68, 69, 71, 72, 73 and 75 take effect immediately.

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ANNUAL REVIEW OF PARKING MANAGEMENT ARRANGEMENTS FOR 2018-19

Cabinet - 8 March 2018

Report of Chief Officer Environmental and Operational Services

Status: For Cabinet Decision

Also considered by: Cabinet 9 November 2017 (Consultation arrangements)

Key Decision: Yes

Executive Summary: This report informs Members of the outcome of the public consultation on the annual review of parking management arrangements for 2018-19, which proposed a simplification of charges in the Council's Sevenoaks town car parks and a reduction in the charging period both on and off street in Sevenoaks town.

This report supports the Key Aim of: The effective management of Council resources and supporting the local economy.

Portfolio Holder Councillor Matthew Dickins

Contact Officer John Strachan, Ext.7310

Recommendation: That following consideration of the responses to the public consultation, the revised parking management arrangements for 2018-9 be agreed by Cabinet.

Reason for recommendation: To help regulate and manage the use of parking facilities in the District; to ensure car parking charges are set to support a sustainable local economy; and, to support services for residents as set out in the approved 10 year budget.

Introduction

- 1 This report considers the responses to proposals for revised parking management arrangements in the Council's car parks and the charges for on street parking for 2018-19, intended to simplify the charging regime in its car parks, and reduce confusion for our customers.
- 2 The first proposal reduces the daily charging period in Sevenoaks town, which are currently 8.30am to 9.30pm to 8.30am to 8.30pm. The second proposal dispenses with the £1 evening charge that currently operates from

Agenda Item 5

6.30pm to 9.30pm, applying the daily tariff through the day, from 8.30am to 8.30pm. All other tariffs would be frozen for 2018/19.

Background Information

- 3 Proposals were considered by Cabinet on 9 November 2017, the resolution of Cabinet was: “That the revised car park management proposals for 2018-19 as set out in the report, be approved for consultation subject to further communication.”
- 4 The public consultation, advertised locally on signs erected in car parks and on the Council’s website, informs Cabinet of the public’s support or objection to the proposals to vary parking charges.
- 5 Attached at Appendix A is an analysis and summary of the consultation responses.

Key Implications

Financial

The Council’s 10 year budget assumes a 2.5% increase in the levels of income, including from parking, to enable the delivery of a balanced budget and continued provision of valued services to residents. Members reduced this figure from 3.5% to reflect the authority’s continuing focus on introducing further efficiencies, increasing investment income and to reflect the national economic climate of recent years. The proposed changes in charges would satisfy this requirement.

Legal Implications and Risk Assessment Statement

Changes to the charges will require Notices of Variation in respect of the off-street Parking Order governing the management of off-street parking arrangements.

Equality Impacts

There is a low risk that the proposals in this report would have any implications under the Equality Act.

Community Impact and Outcomes

Measured and reasonable parking charges can encourage the use of more sustainable transport options and healthier lifestyles for journeys to school, work, and visits to shops and other amenities in towns and villages.

Human Rights

There are no human rights issues or implications.

Conclusions

Adoption of the revised parking charges will help improve management of parking in the District whilst also satisfying the Council’s financial targets.

Appendices

Appendix A - Analysis and summary of responses to the public consultation on the annual review of parking charges for 2018-19

Appendix B - Proposed parking management charges

Richard Wilson, Chief Officer Environmental and Operational Services

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APPENDIX A

1. Sevenoaks District Council conducted a public consultation on the proposals between 8 January and 19 February 2018. 42 responses were completed, which comprised:
 - Workers & Businesses – 4
 - Residents – 29, though it was noted a number of such respondents gave an address outside the District
 - Visitors & Shoppers – 9
2. Respondents were encouraged to read the report which came to Cabinet in November, after which they were asked three questions.

- Do you support the proposed simplification, which would see the hours during which charges apply off-street (i.e. in the Council's pay-and-display car parks) in Sevenoaks reduced from between 8:30am and 9:30pm to between 8:30am and 8:30pm?

Seventeen respondents supported the simplification, against twenty-five who did not.

- A further suggestion, which was not in the Report, is to also reduce the hours during which charges apply on-street in Sevenoaks, again from between 8:30am and 9:30pm to between 8:30am and 8:30pm. Do you support this proposal?

Eighteen respondents supported the simplification, against twenty-four who did not.

- Do you have any other feedback on the Report, which you would like us to consider?

3. The feedback is summarised below:

- there should be no Sunday charges.

Sunday charging is not under consideration as part of the proposals but parking is free in approximately 750 off-street bays, as well as on-street.

- charges should finish even earlier than proposed.

This is not under consideration as part of the proposals but hours of operation are one tool available to assist with the effective management of parking so these will be kept under review to ensure our parking facilities continue to operate as efficiently as possible.

- dislike paying an evening charge.

Agenda Item 5

The evening charge was introduced in 2004 to help improve the management of the car parks through the evening and support the provision of the service. Demand has increased since its introduction but the price has remained the same, meaning the increasing costs of parking provision have been disproportionately borne by those who park during the day. There is no evidence to suggest the charge has dissuaded visitors from visiting the town centre, although feedback has indicated some of those who are unfamiliar with the setup are occasionally confused by the switch from a linear to fixed charge, hence the proposed simplification.

- have no objection to paying the evening charge, or the proposed simplification is unnecessary.

This is encouraging to hear however the Council has over the years also received feedback to the contrary.

- more long stay parking provision is required in Sevenoaks.

Development has started on the development of a new multi decked car park at Buckhurst 2 (the Council's Sevenoaks town centre long stay car park). Work should be complete in spring 2019, when the car park will help:

- provide spaces for the significant number of people currently on the waiting lists for parking permits;
 - ease congestion, reducing the number of motorists driving around in search of spaces;
 - free up parking in short stay car parks and in residential streets; and,
 - support the continued economic success of the town.
- parking in Chipstead is difficult.

Parking in Chipstead is not under consideration as part of the proposals but the Parking Team will discuss this feedback with Local Members.

- the Council is proposing increasing charges in its car parks.

It is proposed that all charges across the District be frozen for the second year running.

- customers will pay more under the proposals.

Some customers will indeed pay more however some will pay less, and in many cases they will pay nothing at all. As has always been the case, it depends entirely on where and when customers choose to park.

- parking charges are too high in Sevenoaks, or should be set at £1 per day.

It is proposed all tariffs be frozen both on and off-street. The Council's car parks operate almost at capacity and enjoy a steady turnover throughout the day demonstrating the level of charges and other methods of management are set appropriately. These will be kept under review to ensure our parking facilities continue to operate as efficiently as possible.

- the phrasing of the report, consultation or associated advertising was confusing or could be improved.

The Council added further information to the advertising in response to this valued feedback, which will also help inform future consultations to make them even more user friendly.

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Areas for consideration: Review of Fees and Charges 2018-19				
Off Street				
		Current	Revised	
1A	Blighs	Up to 30 mins	70p	No Change
		Up to 1 hr	£1.50	
		Up to 2 hours	£3	
		Up to 3 hours	£5	
		Up to 4 hours	£10	
		Evening (18.30 - 21.30)	£1	
		Charging Period*	08.30 - 21.30 (Mon - Sun)*	08.30 - 20.30 (Mon - Sun)*
1B	Buckhurst 1 South Park Suffolk Way	Up to 1 hr	£1	No Change
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Up to 5 hours	£4.50	
		Evening (18.30 - 21.30)	£1	
		Charging Period	08.30 - 21.30 (Mon - Sat)	08.30 - 20.30 (Mon - Sat)
1C	Buckhurst 2 Weekdays	All day	£4.60	No Change
		Evening (18.30 - 21.30)	£1	Revoke*
		Charging Period*	08.30 - 21.30 (Mon - Sat)*	08.30 - 20.30 (Mon - Sat)*
	Buckhurst 2 Saturdays	Up to 1 hr	£1	No Change
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Over 4 hours and all day	£4.60	
		Evening (18.30 - 21.30)	£1	
	Buckhurst 2 Season Tickets	Charging Period	08.30 - 21.30 (Mon - Sat)	08.30 - 20.30 (Mon - Sat)
		Annual Season Ticket	£859	No Change
		Quarterly Season Ticket	£224.75	
	Resident Permit	£35		
1D	Council Offices	Saturdays & Sundays	Free	
2A	St Johns St James	Up to 30 mins	20p	No Change
		Up to 1 hr	40p	
		Up to 2 hours	60p	
		Up to 4 hours	£1	
		Over 3 hours and all day	£3.10	
		Annual Season Ticket	£429	
		Quarterly Season Ticket	£117.25	
		Resident Permit	£35	
2B	Bradbourne	Up to 1 hr	£1	
		Up to 2 hours	£2	
		Up to 3 hours	£3	
		Up to 4 hours	£4	
		Up to 5 hours (weekdays)	£5	
		All day (weekdays)	£7	
		All day (weekends)	£5	
	Bradbourne Season	Weekly	£35	
		Monthly	£130	
		Quarterly Season Ticket	£287.50	
		Annual Season Ticket	£1,110	
		Premium Bay	£2,500	

*Amended at Direct and Trading Advisory Committee and approved for consultation by Committee - please see Minutes

Areas for consideration: Review of Fees and Charges 2016-17			
Off Street (continued)			
2D	Bevan Place Park Road Station Road	Up to 30 mins	30p
		Up to 1 hour	50p
		Up to 2 hours	70p
		Up to 4 hours	£1.10
		Over 4 hours and all day	£4
2E	Bevan Place Season Tickets	Annual Season Ticket	£396
		Quarterly Season Ticket	£109
2F	Darent	Up to 30 mins	Free
		Up to 1 hr	
		Up to 2 hours	
		Up to 3 hours	
		Up to 4 hours	£1.50
		Over 4 hours and all day	£3.50
2G	Quebec Avenue	Up to 15 mins	10p
		Up to 30 mins	20p
		Up to 1 hr	50p
		Up to 2 hours	70p
		Up to 4 hours	£1.20
		Over 4 hours and all day	£3.10
2H	Vicarage Hill	Up to 15 mins	10p
		Up to 30 mins	20p
		Up to 1 hr	60p
		Up to 2 hours	£1.50

No Change

Areas for consideration: Review of Fees and Charges 2016-17				
On Street				
			Current	Revised
3A	High Street London Road South Park	Up to 30 mins	40p	No Change
		Up to 1 hour	80p	
		Up to 2 hours	£1.40	
		Sunday	2 hours max stay	
		Charging Period	08.30 - 21.30 (Mon - Sat)	
3B	Sevenoaks Town Holly Bush Lane Plymouth Drive	Up to 30 mins	20p	No Change
		Up to 1 hour	60p	
		Up to 2 hours	£1.30	
		Over 2 hours and all day	£3	
3C	Sevenoaks Station Moorwood Close (West)	Up to 30 mins	20p	
		Up to 1 hour	60p	
		Up to 2 hours	£1.30	
		Up to 4 hours	£2.40	
3D	Sevenoaks Station St Botolphs Ashley Close Moorwood Close (East)	Up to 30 mins	20p	
		Up to 1 hour	60p	
		Up to 2 hours	£1.30	
		Up to 4 hours	£2.40	
		Over 4 hours and all day	£5.50	
3E	Sevenoaks District Resident Parking Permits	First	£35	
		Second	£70	
		Third	£125	
		Fourth	£250	
3F	Resident Visitors	Book of 5	£6	
3G	Non-Resident Parking	Town Annual	£270	
		Town Half Yearly	£135	
		Town Quarterly	£67.50	
		Station (West) Annual	£765	
		Station (West) Half Yearly	£382.50	
		Station (West) Quarterly	£191.25	
		Station (East) Annual	£650	
		Station (East) Half Yearly	£325	
Station (East) Quarterly	£162.50			
4A	Knockholt	All Day	£3.50	
		After 2pm up to 6pm	£2.40	
4B	Swanley Station Azalea Road Godsel Road	Up to 30 mins	20p	
		Up to 1 hour	60p	
		Up to 2 hours	£1.30	
		Up to 4 hours	£2.40	
		Over 4 hours and all day	£3.50	
4C	Westerham On Street The Green The Grange Market Square	15 minutes	10p	
		30 minutes	20p	
		1 hour	60p	
		2 hours	£1.50	
4D	Westerham On Street Fullers Hill Croydon Road	15 minutes	10p	
		30 minutes	20p	
		1 hour	60p	
		2 hours	£1.50	
		3 hours	£2.50	

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Item 6 - Community Grant Scheme Draft Allocations 2018/19

The attached report was considered by the Economic & Community Development Advisory Committee on 6 March 2018. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2018/19

Cabinet - 8 March 2018

Report of Chief Officer - Communities & Business

Status: For Information

Also considered by: Economic & Community Development Advisory Committee -
6 March 2018

Key Decision: Yes

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2018/19.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey, and Cllr Mrs Bosley. Members have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report supports the Key Aim of Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Hogarth

Contact Officer Simon Davies, Ext. 7374

Recommendation to Economic & Community Development Advisory Committee:

That Members note the report.

Recommendation to Cabinet:

Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 15.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2017. The closing date was 24 November 2017. The total budget available for distribution in 2018/19 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three-year Service Level Agreement which is dealt with by a separate report.
- 4 The 2018/19 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
Total Budget	£ 153,331

- 5 A total of 38 grant applications have been received, representing total grant requests of £135,476.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2017/18, the voluntary organisations funded supported 215,666 volunteer hours, which represented an economic benefit to the District of £ 2.69 million.

Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey, and Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council’s Corporate Code of Practice for grants and take into account various factors, including:
- i. the extent to which the application supports the District Council’s priorities;
 - ii. the extent to which the application assists residents across the District and its impact;
 - iii. the extent to which the application should be funded by other organisations;
 - iv. whether performance indicators are relevant and appropriate;
 - v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
 - vi. the level of reserves held by the applicant.
 - vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

- 11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2018/19 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2018/19 under the terms of a three-year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,790
Total recommendations	£153,330

- 12 A full list of grants recommended to voluntary organisations is attached at Appendix C.

Agenda Item 6

- 13 A breakdown of applications by geographical area is set out at Appendix D.
- 14 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Imago or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

- 15 It is recommended that grants be made to voluntary organisations subject to the following conditions:
- (i) that performance indicators as set out in the application forms are adhered to and monitored;
 - (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
 - (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
 - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents;
 - (v) that organisations funded either have or are working towards any quality accreditation.

Key Implications

Financial

The level of funding recommended is in accordance with the draft 2018/19 budget of £153,331.

Resources (Non-financial)

The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower	Application forms ask whether the project could continue if funding

than requested	were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need. The grant scheme provides funding for specific groups, such as older
b. Does the decision being made or recommended through this paper have the	Yes	

Agenda Item 6

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
potential to promote equality of opportunity?		people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide range of needs are able to apply.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines

Appendix C - Full schedule of applications

Appendix D - Full schedule of applications by geographical location.

Background Papers:

Grant scheme guidelines (See Appendix B above)

Sevenoaks District Council Code of Practice for Grant-making (See Appendix A above)

Lesley Bowles
Chief Officer Communities & Business

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
2. An application form
3. Guidelines for completing the application form.
4. Minimum and maximum grant level
5. Performance indicators
6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money – timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

- Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring – must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided – frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation – satisfaction survey e.g. play scheme – how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

- Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

- The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

- There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

Community Grants Scheme Guidelines 2018/19

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: 01732 227000 Email: grants@sevenoaks.gov.uk

Our Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, we wish to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept **one** application per organisation.

Please complete the application form electronically, then print out, sign, and post your application to us. Please note, we cannot accept hand written applications.

What are the scheme's priorities?

Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation of excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

- Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Arts & Sports:

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

Who can apply?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

How much and what can I apply for?

The minimum you can apply for is **£100**

The most we will award for any one application is **£5,000**

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition, you can apply for core running costs that are commensurate with the project, service or activity applied for.

What are the main conditions?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

What we will not fund

We will not fund:

- Projects, services or activities that serve only one Parish;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

How will we assess your project?

The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

When will you know if your application is successful?

The deadline for submitting your completed application form is **Friday 24th November 2017**. Applications received after this date will not be considered.

During March 2018, we will decide who will receive funding. We will write to you during April 2018 to let you know if your application has been successful.

If you require any assistance, please contact Simon Davies, Partnership and Projects Officer, on **01732 227000**.

Applications must be signed by the applicant on behalf of the organisation and returned by post to the address below:

Community Grant Scheme, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG.

Deadline for completed applications 24th November 2017.

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
2	The D'Vine Singers	To increase the number of volunteers via a buddy scheme and to open the singing sessions to more people.	£0	£350	£1,250	£350		
3	North West Kent Volunteer Centre	Supporting running costs, inc Services Maintaining Independent Living and Elderly Support. A) Befriending - volunteer visits to lonely people, B) Volunteer Community Transport, C) Gardening support	£4,500	£4,250	£5,000	£4,250		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£4,250	£2,500	£5,000	£2,500		
14	Eden Christian Trust	"ECTreme" Youth Club that meets weekly in Edenbridge, offering craft, music, sports and dance workshops.	No application	No application	£5,000	£2,000		
21	West Kent Mind	Skiffle for Wellbeing - to fund 50 weekly skiffle sessions with the band, including learning and practice time and 10 performances in older people's residential/care settings	£4,000	£3,000	£5,000	£3,000		
30	Sevenoaks District Sports Council	To provide funding to support sports activities across the District: 1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised training/coaching courses, 4. helping new clubs to set up sports for young and disabled, 5. Social sports for the older age group, 6. helping all ages with disability sports, 7. Individual grants for talented young sportspeople	£4,250	£2,500	£5,000	£2,500		

Community Grant Scheme - Schedule of Applications 2018/19

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
44	Sevenoaks Counselling (District-wide)	To provide a confidential counselling service to all on an equal opportunities basis. To pay for subsidised confidential counselling sessions.	£800	£800	£900	£800		
58	CVSNWK	To provide electronic e-bulletin every two weeks for disseminating information to community organisations for local networking, funding and events. Support service provision of DBS checks, payroll and accounts, governance advice and fund held service.	£1,000	£1,000	£5,000	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500		
85	Imago	Volunteer Development - supporting local people who want to volunteer and responding to local organisations and projects that need volunteer help. Infrastructure Support - providing services to local voluntary organisations. Dial2Drive - Community transport service. Youth & Volunteering Services.	£12,000	£10,000	£18,000	£9,000		Infrastructure support - £3,000. Dial2Drive - £2,000. Youth Services - £2,000. Volunteer development - £2,000.
91	Commonwork (Bore Place)	Five places for Sevenoaks residents on Grow to Grow programme. The programme offers structured support to young NEET people. The programme offers structured support to young people to gain skills to improve their employability as well as support their personal development and address personal issues which may stand in the way of their future. Programmes are tailored to the individual and could include work experience around the Market Garden, dairy farm and other enterprises at Bore Place.	No application	£1,500	£5,000	£1,250		

Community Grant Scheme - Schedule of Applications 2018/19

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
116	Age UK Sevenoaks & Tonbridge	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	No application	£2,000	£5,000	£2,000		
170	Hextable Village Pre-School	To update equipment, including scooters, bikes and trikes and new outdoor sandpit.	No application	No application	£2,000	£0	7	Application is ineligible under the Community Grant Guidelines
173	Compaid	To help meet the running costs of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appointments. £500 for volunteer expenses, £4,000 for vehicle costs	No application	£3,500	£4,500	£4,000		
180	Leigh & District Historical Society	To create a purpose built cupboard in Leigh Village Hall to house local historical documents.	No application	No application	£250	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
195	North Kent Mind	Coping with Stress in Swanley - a programme for individuals with mental health issues. The courses will include an introduction to Cognitive Behavioural Therapy techniques and focus on the use of Mindfulness. Individuals will leave the courses with a tool kit of self-management techniques and greater insight into how to manage their stress levels.	No application	£2,000	£3,886	£1,300		
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400		

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents to Sevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	£500	£500		
264	West Kent Mediation	Continued provision of a free, restorative, impartial, confidential community mediation service for all individuals, families and groups living in Sevenoaks District. 1. Family mediation service, 2. Restorative conferencing service, 3. Volunteers expenses, 4. Mediation awareness training	£5,000	£4,500	£5,000	£4,800		
344	Kent Friendz	To provide a specialist club for 20 children with severe and complex disabilities, including challenging behaviour, at regular intervals during the year.	£1,000	£1,000	£2,000	£1,000		
389	Friends of Holcot	To provide a minimum of seven free coach trips for families that would not otherwise be able to do so.	No application	No application	£4,210	£0	2	Has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
394	BRIDGES	To support and recruit more volunteers, to improve exterior signage and to fund Creative Café for a second year, with the aim of starting a second session per month.	£1,000	£1,000	£2,250	£2,250		

Community Grant Scheme - Schedule of Applications 2018/19

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
436	West Kent Extra	To set up a new 8-12s project to benefit residents of Edenbridge and surrounding villages.	£1,250	£1,250	£3,475	£1,800		
439	Kenward Trust	Think Differently - to engage with young people raising awareness of issues of drug and alcohol dependency. To expand service to include free school sessions and drug education sessions for teachers, parents and the wider community.	£1,000	£700	£2,800	£2,800		
446	DAVSS	1. Cost effective helpline, face to face and telephone support, 2. risk assessments to national standards, referral to MARAC, 3. Signposting to other agencies, 4. Support to Court, 5. Help with paperwork for people with language/literacy difficulties, 6. Coordinating Reedom Programme	£3,580	£3,580	£5,000	£5,000		
462	Salus	Safety in Action - an interactive multi-agency event for Year 6 children about dangers they may face on transition to secondary school	£1,000	£1,000	£1,250	£1,250		
470	Bradbourne Residents Association	To undertake renovation work to footpaths in Bradbourne Lakes Park	No application	£0	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
474	Swanley Town Council	To provide activities for young and old within the town, including weekly activities for young people - ultimate frisbee, survival skills, canoe class, dodgeball. Weekly activities for older people - doorstep challenge, walking football, fitter in 10.	No application	No application	£5,000	£0	7	Application is ineligible under the Community Grant Guidelines

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
475	Roots Timber Reuse CIC	To purchase machinery to provide a fully operational workshop. To hire a skilled carpenter to run a workshop to give service users, volunteers and local residents a chance to learn new skills.	No application	No application	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
476	Making Miracles	Miscarriage and Baby Loss Support Services	No application	No application	£4,000	£540		
477	CXK Ltd	To distribute over 130 wellbeing bags to vulnerable children and young people.	No application	No application	£1,200	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
478	3rd Sevenoaks (Riverhead & Dunton Green) Scout Group	To purchase six new patrol tents.	No application	No application	£3,690	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
479	Eynsford Village Society	To purchase an artistic metal bench	No application	No application	£1,500	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
480	Westerham Food Bank	To support core running costs, inc annual insurance for volunteers, contribution to Westerham Hall	No application	No application	£250	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.

Ref No	Name of Organisation	Purpose	Funding 2016/17	Funding 2017/18	Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
481	Eden Valley Chamber of Commerce	To create a state of the art business and enterprize zone: Projector, ceiling screen and cabling(£2,500), desks, chairs, computer terminals, screens cabling £2,500)	No application	No application	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
482	4th Bromley (Hextable) & 1st Hextable Girls Brigades Parents & Friends Association	Building Skills for Life, purchasing laptops, software, kitchen equipment, DIY safety equipment	No application	No application	£1,250	£0	7	Applicant is ineligible under the Community Grant Guidelines
483	9th Sevenoaks (Seal) Scouts	Connecting the Generations - refurbish scout hut to hold monthly meetings for older people to interact with cubs	No application	No application	£5,000	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
484	Edenbridge Forge Singers	To purchase storage boxes for costumes	No application	No application	£315	£0	4	This service is primarily the responsibility of another agency.

TOTAL TOTAL £135,476 £54,790

AVAILABLE FUNDING £54,791

- Refusal Reasons
- 1 The organisation's reserves are considered to be too high to enable a grant to be recommended
 - 2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme
 - 3 The available level of funding is not sufficient for the Council to be able to support this priority
 - 4 This service is primarily the responsibility of another agency
 - 5 This is an advice service that does not have CLS accreditation
 - 6 This application is for work taking place in a different financial year
 - 7 Application is ineligible under the Community Grant Guidelines
 - 8 This application cannot be supported as priority has been given to applications supporting a wide area of the District

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Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				

DISTRICT WIDE

2	The D'Vine Singers	To increase the number of volunteers via a buddy scheme and to open the singing sessions to more people.	£0	£350	£1,250	£350		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£4,250	£2,500	£5,000	£2,500		
30	Sevenoaks District Sports Council	To provide funding to support sports activities across the District: 1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised training/coaching courses, 4. helping new clubs to set up sports for young and disabled, 5. Social sports for the older age group, 6. helping all ages with disability sports, 7. Individual grants for talented	£4,250	£2,500	£5,000	£2,500		
44	Sevenoaks Counselling (District-wide)	To provide a confidential counselling service to all on an equal opportunities basis. To pay for subsidised confidential counselling sessions.	£800	£800	£900	£800		
85	Imago	Volunteer Development - supporting local people who want to volunteer and responding to local organisations and projects that need volunteer help. Infrastructure Support - providing services to local voluntary organisations. Dial2Drive - Community transport service. Youth & Volunteering Services.	£12,000	£10,000	£18,000	£9,000		Infrastructure support - £3,000. Dial2Drive - £2,000. Youth Services - £2,000. Volunteer development - £2,000
173	Compaid	To help meet the running costs of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appointments. £500 for volunteer expenses, £4,000 for vehicle costs	No application	£3,500	£4,500	£4,000		

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				
264	West Kent Mediation	Continued provision of a free, restorative, impartial, confidential community mediation service for all individuals, families and groups living in Sevenoaks District. 1. Family mediation service, 2. Restorative conferencing service, 3. Volunteers expenses, 4. Mediation awareness training	£5,000	£4,500	£5,000	£4,800		
344	Kent Friendz	To provide a specialist club for 20 children with severe and complex disabilities, including challenging behaviour, at regular intervals during the year.	£1,000	£1,000	£2,000	£1,000		
436	West Kent Extra	To set up a new 8-12s project to benefit residents of Edenbridge and surrounding villages.	£1,250	£1,250	£3,475	£1,800		
439	Kenward Trust	Think Differently - to engage with young people raising awareness of issues of drug and alcohol dependency. To expand service to include free school sessions and drug education sessions for teachers, parents and the wider community.	£1,000	£700	£2,800	£2,800		
446	DAVSS	1. Cost effective helpline, face to face and telephone support, 2. risk assessments to national standards, referral to MARAC, 3. Signposting to other agencies, 4. Support to Court, 5. Help with paperwork for people with language/literacy difficulties, 6. Coordinating Reedom Programme	£3,580	£3,580	£5,000	£5,000		
462	Salus	Safety in Action - an interactive multi-agency event for Year 6 children about dangers they may face on transition to secondary school	£1,000	£1,000	£1,250	£1,250		

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				
475	Roots Timber Reuse CIC	To purchase machinery to provide a fully operational workshop. To hire a skilled carpenter to run a workshop to give service users, volunteers and local residents a chance to learn new skills.	No application	No application	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
476	Making Miracles	Miscarriage and Baby Loss Support Services	No application	No application	£4,000	£540		
477	CXK Ltd	To distribute over 130 wellbeing bags to vulnerable children and young people.	No application	No application	£1,200	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
					£64,375	£36,340		

Page 47

SWANLEY & NORTHERN PARISHES

3	North West Kent Volunteer Centre	Supporting running costs, inc Services Maintaining Independent Living and Elderly Support. A) Befriending - volunteer visits to lonely people, B) Volunteer Community Transport, C) Gardening support	£4,500	£4,250	£5,000	£4,250		
58	CVSNWK	To provide electronic e-bulletin every two weeks for disseminating information to community organisations for local networking, funding and events. Support service provision of DBS checks, payroll and accounts, governance advice and fund held service.	£1,000	£1,000	£5,000	£1,000		

Agenda Item 6

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				
195	North Kent Mind	Coping with Stress in Swanley - a programme for individuals with mental health issues. The courses will include an introduction to Cognitive Behavioural Therapy techniques and focus on the use of Mindfulness. Individuals will leave the courses with a tool kit of self-management techniques and greater insight into how to manage their stress levels.	No application	£2,000	£3,886	£1,300		
474	Swanley Town Council	To provide activities for young and old within the town, including weekly activities for young people - ultimate frisbee, survival skills, canoe class, dodgeball. Weekly activities for older people - doorstep challenge, walking football, fitter in 10.	No application	No application	£5,000	£0	7	Application is ineligible under the Community Grant Guidelines
482	4th Bromley (Hextable) & 1st Hextable Girls Brigades Parents & Friends Association	Building Skills for Life, purchasing laptops, software, kitchen equipment, DIY safety equipment	No application	No application	£1,250	£0	7	Applicant is ineligible under the Community Grant Guidelines
					£20,136	£6,550		

Page 48

Agenda Item 6

SEVENOAKS AREA

21	West Kent Mind	Skiffle for Wellbeing - to fund 50 weekly skiffle sessions with the band, including learning and practice time and 10 performances in older people's residential/care settings	£4,000	£3,000	£5,000	£3,000		
116	Age UK Sevenoaks & Tonbridge	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	No application	£2,000	£5,000	£2,000		
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400		

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommen ded allocations	Reason for refusal	Notes
			2016/17	2017/18				
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents to Sevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	£500	£500		
478	3rd Sevenoaks (Riverhead & Dunton Green) Scout Group	To purchase six new patrol tents.	No application	No application	£3,690	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
					£14,690	£5,900		

Page 49

EDENBRIDGE & SOUTHERN PARISHES

14	Eden Christian Trust	"ECTreme" Youth Club that meets weekly in Edenbridge, offering craft, music, sports and dance workshops.	No application	No application	£5,000	£2,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500		
91	Commonwork (Bore Place)	Five places for Sevenoaks residents on Grow to Grow programme. The programme offers structured support to young NEET people. The programme offers structured support to young people to gain skills to improve their employability as well as support their personal development and address personal issues which may stand in the way of their future. Programmes are tailored to the individual and could include work experience around the Market Garden, dairy farm and other enterprises at Bore Place.	No application	£1,500	£5,000	£1,250		

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommen ded allocations	Reason for refusal	Notes
			2016/17	2017/18				
389	Friends of Holcot	To provide a minimum of seven free coach trips for families that would not otherwise be able to do so.	No application	No application	£4,210	£0	3	The available level of funding is not sufficient for the Council to be able to support this priority.
394	BRIDGES	To support and recruit more volunteers, to improve exterior signage and to fund Creative Café for a second year, with the aim of starting a second session per month.	£1,000	£1,000	£2,250	£2,250		
481	Eden Valley Chamber of Commerce	To create a state of the art business and enterprize zone: Projector, ceiling screen and cabling(£2,500), desks, chairs, computer terminals, screens cabling (£2,500)	No application	No application	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant.
484	Edenbridge Forge Singers	To purchase storage boxes for costumes	No application	No application	£315	£0	4	This service is primarily the responsibility of another agency.
					£22,275	£6,000		

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				
170	Hextable Village Pre-School	To update equipment, including scooters, bikes and trikes and new outdoor sandpit.	No application	No application	£2,000	£0	7	Application is ineligible under the Community Grant Guidelines
180	Leigh & District Historical Society	To create a purpose built cupboard in Leigh Village Hall to house local historical documents.	No application	No application	£250	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
470	Bradbourne Residents Association	To undertake renovation work to footpaths in Bradbourne Lakes Park	No application	£0	£5,000	£0	2	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant
479	Eynsford Village Society	To purchase an artistic metal bench	No application	No application	£1,500	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.

Ref No	Name of Organisation	Purpose			Grant app. 2018/19	Draft Recommended allocations	Reason for refusal	Notes
			2016/17	2017/18				
480	Westerham Food Bank	To support core running costs, inc annual insurance for volunteers, contribution to Westerham Hall	No application	No application	£250	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
483	9th Sevenoaks (Seal) Scouts	Connecting the Generations - refurbish scout hut to hold monthly meetings for older people to interact with cubs	No application	No application	£5,000	£0	8	This application cannot be supported as priority has been given to applications supporting a wider area of the District.
					£14,000	£0		
OVERALL TOTAL					£135,476	£54,790		

Item 7 - Local Citizens' Advice Level Agreement

The attached report was considered by the Economic & Community Development Advisory Committee on 6 March 2018. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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LOCAL CITIZENS' ADVICE SERVICE LEVEL AGREEMENT

Cabinet - 8 March 2018

Report of	Chief Officer Communities & Business
Status	For Information
Also considered by	Economic & Development Advisory Committee - 6 March 2018
Key Decision	Yes

Executive Summary: This report sets out details of the proposed Service Level Agreement for Local Citizens' Advice in the District and seeks approval for funding to support their work over the next three years.

This report supports the Key Aim of Caring Communities - Providing the right support at the right time and reduce poverty and social exclusion.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Simon Davies, Ext. 7374

Recommendation to Economic & Community Development Advisory Committee:

That Members note the report.

Recommendation to Cabinet

that the draft Service Level Agreement for 2018/21 is agreed.

Reason for recommendation: The Service Level Agreement outlines funding for Local Citizens' Advice to provide a General Advice Service and a Housing Advice Service in the Sevenoaks District and sets out Service Standards for the delivery of these services.

Introduction and Background

- 1 The existing three-year Service Level Agreement (SLA) with Citizens' Advice North & West Kent and Citizens' Advice Edenbridge & Westerham was approved at the Cabinet meeting on 5 March 2015.
- 2 The SLA three-year agreement started on 1 April 2015 and will finish on 31 March 2018.

Agenda Item 7

- 3 Quarterly monitoring meetings are held between officers and Local Citizens Advice Offices (LCAs) and an annual review meeting is held between the Portfolio Holder and Deputies, Chief Officer Communities & Business, LCA Chairs and Managers.
- 4 The information required from the LCAs for quarterly meetings is set out in Schedule B of the Service Level Agreement 2018/21 and that required for the Annual Review Meeting is set out in Schedule C. The annual review period is from October to September each year.

SLA 2018-21

- 5 Discussions regarding the three year SLA to cover the period 2018/21 have taken place during 2017/18.
- 6 Suggested changes have been incorporated into the draft SLA set out at Appendix A. These relate to the monitoring information that LCAs are required to provide, taking into account changes to the way LCAs nationally record and report data and do not reduce the effectiveness of the information in any way.
- 7 The payment for the General Advice Service for 2018/19 and the two subsequent years is £ 98,540, unchanged from the previous SLA. Payment for the Housing Advice Service continues unchanged at £18,000 per annum.
- 8 The LCAs are required to agree between themselves how the funding is to be apportioned to each LCAs. They will then let the Council know so that payment can be made.

Key Implications

Financial

The level of grant for the SLA in 2018/21 in the Council's ten-year financial plan is £98,540 per year for the General Advice Service and £18,000 per year for the Housing Advice Service and these sums are included in the draft SLA.

Legal Implications and Risk Assessment Statement.

This is a Service Level Agreement as opposed to a contract that has contractual liabilities. Accordingly, this is a statement of what is expected from LCAs and the Council with a requirement for the LCAs to provide performance data on the level and nature of advice given to clients.

The SLA covers statutory obligations, including Child Safety, Equalities and Safeguarding policies.

RISK	IMPACT	CONTROL
Failure of the LCAs to decide how to apportion the General Advice Service funding between the CABx	This could result in delayed payment to the LCAs and consequent threat to the service.	If agreement has not been reached between the two LCAs, the Council will apportion it.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	LCAs provide assistance to those most in need in the District. They assist residents on issues around benefits, debt, education, employment, financial services & capability, health & community care, housing, immigration & asylum, legal, relationships, tax and discrimination. The service is available to all residents in the Sevenoaks District.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Council makes referrals or signposts customers to LCAs relating to high hedges, debt and benefits, council tax, social housing, building control, land charges and nuisance.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		There are no adverse impacts.

Agenda Item 7

Conclusions

The SLA outlines funding for the LCAs to provide a General Advice Service and a Housing Service in the Sevenoaks District and sets out Service Standards for the delivery of these services. It is recommended that the draft SLA for 2018/21 be agreed.

Appendices

Appendix A - Draft Service Level Agreement
2018/21

Background Papers

Draft Service Level Agreement 2018/21 (As
above)

Lesley Bowles

Chief Officer Communities & Business

Service Level Agreement between Sevenoaks District Council (SDC) and Local Citizens Advice in the Sevenoaks District - 2018-21

Section		Page
1	Scope of the Agreement	2
2	Service Standards	3
3	Policies and Safeguards	4
4	Performance Review and Monitoring	5
5	Payment and Financial Conditions	5
6	Contact Officers	6
7	Termination of the Agreement	6
8	Undertaking	7
Schedule A		
1	The Scope of the Housing Advice Service	8
2	Eligibility for the Housing Advice Service	9
3	Information relating to the Housing Advice Service to be held by the Provider	9
Schedule B	Performance data required for quarterly monitoring	10
Schedule C	Information required for the annual review	11
Schedule D	Definition of Homelessness	12

1. Scope of the Agreement

- 1.1 This Agreement establishes the relationship between the **Purchaser** and **Provider** in the provision of independent advice and information services and Housing Advice.
- 1.2 **The Purchaser** means Sevenoaks District Council, its employees and any person authorised to act on behalf of Sevenoaks District Council.
- 1.3 **The Provider** means Citizens Advice North & West Kent and Citizens Advice Edenbridge & Westerham, acting together to provide a cohesive, District-wide, integrated service.
- 1.4 **Clients** are residents and people working in the Sevenoaks District seeking information or advice and, for independent Housing Advice, any person who has ties to the District and falls within the scope of the Housing Advice eligibility conditions set out in Schedule A. It is recognised that local Citizens Advice may be required to provide a service to other callers but that is outside the scope of this Agreement.
- 1.5 **The Service** is the provision of the following, according to the Service Standards and other arrangements set out in this Agreement:
- a) **General Advice Service:** free, confidential, impartial and independent advice to residents of the District on a wide range of issues including, but not exclusively, benefits, housing, money advice, employment, consumer relationships and taxation in line with the membership standards of Citizens' Advice.
- b) **Housing Advice Service:** a specialist approach to provide debt counselling and mortgage arrears advice and to prevent homelessness where possible. Eligibility conditions are set out in Schedule A. The definition of homelessness is taken from s.175 Housing Act 1996 as amended by the Homelessness Reduction Act 2017, an extract of which is attached at Schedule D.
- 1.6 **Period of the Agreement**
- This is a three-year Agreement that will start on 1st April 2018 and finish on 31st March 2021 unless it is terminated or varied in line with the terms and conditions set out in this Agreement.

2. Service Standards

- 2.1 The Provider will operate to the requirements of the Community Legal Service Quality Mark (General Help Level) and will comply with Citizens' Advice Quality Assurance Standards Membership Agreement.
- 2.2 The Provider will make available drop in and telephone advice and information to Clients, offering a minimum of 40 hours face to face access and a minimum of 30 hours of telephone contact per week. This should be on a minimum of three days per week in each of the following three locations:
- Sevenoaks office
Swanley office
Edenbridge office
- The Service will not be offered during the two weeks over the Christmas and New Year period or on Bank Holidays.
- 2.3 The Provider will timetable the Service so that at least one of the participating LCAs can be accessed in person and by telephone every day of the week from Monday to Friday for a minimum of four hours per day, with the exception of the period set out at 2.2 above.
- 2.4 Clients requiring Housing Advice will be assisted within two working days of their approaching the Provider.
- 2.5 For Housing Advice, the Provider will keep a record of all discussions with the Client including the type of advice provided as set out in Schedule A to enable a seamless service to be provided to the Client.
- 2.6 The Provider will notify the Purchaser of the agreed hours of access at each location in April of each year. Any changes to the hours of access will be undertaken only after consultation with the Purchaser, unless it is for a part of the service funded wholly by other funders. This consultation must be undertaken in advance of any public notice of intention to make such changes.
- 2.7 The Provider will maintain an appropriate core of volunteer trained advisers covering the District.
- 2.8 The Provider will advertise the Service in local communities, local libraries, Sevenoaks District Council premises, Sevenoaks District Council's website and from time to time in conjunction with the District Council, in "In Shape" magazine.
- 2.9 The Provider will consult the Purchaser annually about the content of a uniform client satisfaction survey which the Provider will undertake on an annual basis for each year of the Agreement, using a random sample of Clients, evenly distributed between the three locations. LCA staff will discuss and agree the survey with SDC staff.

- 2.10 Where appropriate local Citizens Advice and Sevenoaks District Council will share training sessions which benefit the LCA staff and Housing officers and are cost effective.
- 2.11 The Provider will acknowledge the financial support of Sevenoaks District Council in all its publicity and will display the District Council's logo in a prominent position at each of the three offices.
- 2.12 The Purchaser and Provider will work together to attract external funding for the work of the LCAs.

3 Policies and Safeguards

- 3.1 **Statutory Obligations**

The Provider will ensure that policies are in place so that the Service complies with existing and future legislation. This should include an Equal Opportunities Policy together with appropriate monitoring of BME groups to ensure fairness and equal access among those eligible for the Service. The Provider should embrace Sevenoaks District Council's Equality Scheme.
- 3.2 **Child Safety and Safeguarding Policies**

The Provider will ensure that the Service is covered by a Child and Vulnerable Adult Protection Policy and will adhere to Citizen Advice's Safeguarding Policies. The Provider will regularly review training needs and ensure that all staff have been trained to an appropriate level, have read and understand the Policy and that appropriate enhanced level DBS checks are in place. The Provider will have regard to the District Council's Safeguarding Policies.
- 3.3 **Assessment of Risk**

The Provider will maintain an up-to-date risk assessment relating to the provision of the Service and make this available to the Purchaser.
- 3.4 **Insurance**

The Provider will make arrangements to insure professional negligence, public and employers' liability.
- 3.5 The Provider will make available copies of the policies and other safeguards mentioned in this section if requested by the Purchaser.

4 Performance Review and Monitoring

- 4.1 Monitoring will be carried out on a quarterly basis with an annual service review. Payment for years 2 and 3 will be dependent upon successful delivery of the Agreement in years 1 and 2.
- 4.2 The Provider will provide the Purchaser with a combined quarterly monitoring report in July, October, January and April of each year using the report headings set out in Schedule B, relating to the quarters April-June, July-September, October-December, January-March.
- 4.3 The Provider will provide the Purchaser with information for the annual service review by the end of November each year using the report headings set out in Schedule C.
- 4.4 The Provider agrees to meet the Purchaser quarterly in the last week of the month preceding the end of the quarter to review progress.

5 Payment and Financial Conditions

The Purchaser will pay the Provider annually in advance by April 10th in each year, the sums set out below subject to satisfactory performance in delivering this Agreement.

Year	General Advice Service	Housing Advice Service	Total £ per year
2018/19	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540
2019/20	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540
2020/21	£98,540	£6,000 for Edenbridge. £12,000 for Sevenoaks & Swanley	£116,540

6 Contact Officers

The Purchaser's Contact Officers are as follows:

General Advice Service:

Lesley Bowles, Chief Officer - Communities & Business

Simon Davies, Partnership & Project Officer

Housing Advice Service:

Hayley Brooks, Head of Housing & Health

Andy Kefford, Housing Advice Team Leader

The Provider's Contact Officers are as follows:

Citizens Advice Edenbridge & Westerham

Graham Coldman, Chairman

Jill Eyre, General Manager

Citizens Advice North & West Kent

Robin Thompson, Chairman

Angela Newey, CEO

7 Termination of the Agreement

- 7.1 If either party to this Agreement wishes to withdraw from the Agreement, at least 12 months' notice must be given in writing. Where termination is the result of the Provider not fulfilling the terms of the Agreement, a minimum of 6 months' notice should be given.
- 7.2 If the Provider cannot meet the commitments as set out in the Agreement, it will notify the District Council's Head of Housing & Health immediately the issue is identified. The Purchaser will review together with the Provider the ability to continue in the Agreement.

8 Undertaking

I agree to provide the services identified in the Service Specification, and to meet the terms and conditions contained in this Agreement.

Signed

Chair, on behalf of the Trustee Board of Citizens Advice Edenbridge & Westerham

Date

Signed

Chair, on behalf of the Trustee Board of Citizens Advice North & West Kent

Date

Signed

Chief Officer - Housing & Health, Sevenoaks District Council

Date

Schedule A

A1	The Scope of the Housing Advice Service
i	To provide an effective independent Housing Advice service to people who are eligible for Housing Advice as set out in A2 below. The principal aim of the Housing Advice Service is to prevent homelessness.
ii	Where appropriate, in order to prevent homelessness, to undertake debt counselling and/or mortgage arrears advice and assist with budgeting which may include negotiating on the client’s behalf with external organisations
iii	To signpost homeless or potentially homeless clients to relevant agencies. This will include, for example, advising and supporting people to join the Housing Register.
iv	<p>To make direct referrals to the Purchaser for:</p> <ul style="list-style-type: none"> • People who are homeless or facing homelessness within 56 days; • People who may require a home assessment for home adaptations and equipment <p>Referral to the Council should be made directly using the Nellbooker system or discussion between relevant CAB/Council officers to look at customer cases together.</p>
v	To share information relating to specific cases where an applicant provides written permission/authorisation to the Council or local Citizens Advice in advance of the request.
v	<p>Special Needs</p> <p>The special needs of a client (those with physical disabilities or those with mental health and or learning disabilities) must be considered when offering housing advice. Any issues concerning aids and adaptations should be signposted to Sevenoaks District Council or relevant housing association, if a tenant.</p>
vi	<p>Non English-speaking applicants</p> <p>Reasonable efforts must be made to ensure that clients understand the Housing Advice provided or any related documentation. There should be access for applicants to use Language Line or similar if appropriate.</p>
vii	<p>Blind and deaf applicants</p> <p>Reasonable efforts must be made to ensure that applicants understand the Housing Advice or related documentation Braille documentation to be provided where possible.</p> <p>Where possible, the Service Provider should investigate the provision of appropriate audio tapes or signing from a registered signer.</p>

A2	Eligibility for the Housing Advice Service
	<p>Eligible applicants must be:</p> <p style="padding-left: 40px;">People who are at risk of homelessness or who will be homeless within 56 days of approach. These customers must be referred to the Council using Nellbooker, to be dealt with as part of the statutory Homeless Reduction Act duties.</p> <p>and</p> <ul style="list-style-type: none"> • live or work within the District • may be at risk of homelessness without early intervention to support and resolve rent arrears, debt, welfare benefits, unemployment etc.

A3	Information relating to the Housing Advice Service to be provided where possible
	<ul style="list-style-type: none"> a) household composition, including gender, Date of Birth, nationality and National Insurance Number b) applicant’s housing requirements c) applicant’s special needs where they have been identified with the applicant d) applicant’s request for low cost home ownership (if applicable) e) applicant’s financial details particularly savings and income details f) applicant’s local connection to the District, using the information upon which the Client’s eligibility for the Housing Advice Service is based. g) relevant medical information (if applicable) h) applicant’s relevant past history, eg past evictions, debt problems, etc.

Schedule B

	Performance Data required for quarterly monitoring by 21st of the month following the end of the quarter
B1	Number of advertised hours of opening each week for telephone and drop in advice in Edenbridge, Sevenoaks and Swanley.
B2	The number of people assisted this quarter, including those from outside the District.
B3	The number of issues raised this quarter.
B4	The number of Clients who have received the Service this quarter including a breakdown by type of enquiry, level of enquiry and ward of residence.
B5	Percentage of the number of Clients who have received the Service and who are from Black and Minority Ethnic groups.
B6	The total number of trained advisers, recorded on the last day of each quarter.
B7	The number of benefits appeal, employment appeal and legal appeal cases opened this quarter.
B8	The number of face to face contacts conducted this quarter with the people set out in B2 above
B9	The number of telephone contacts conducted this quarter with those people set out in B2 above and the number of other contacts (letter, email etc) conducted this quarter with those set out in B2 above.
B10	Exception reporting: Dates on which a service was not available in the District, excluding weekends and bank holidays.
B11	Exception reporting: Weeks during which the Service was not available at any location for the agreed number of opening hours, with the exception of Bank Holidays and 2 weeks over Christmas and New Year.
B12	Exception reporting: No of Housing Advice Clients who could not be assisted within 2 working days of their approaching the Provider.
B13	A quarterly spreadsheet report showing issues leading to Actual or Threatened Homelessness, setting out: Bureau, short description and AIC elements completed as relevant for the case.
B14	A quarterly spreadsheet report showing clients at risk of Actual or Threatened Homelessness, setting out: Bureau, short description and AIC elements completed as relevant for the case.
B15	Outcomes sheet setting out the number of cases where it is estimated that homelessness has been prevented for households included in B13 and B14.

Schedule C

Information required for annual review by end November	
C1	A copy of the most recent Citizens' Advice Membership confirmation, updated every three years, including the CLS Quality Mark.
C2	The results of the annual uniform customer satisfaction survey, which should separately identify Clients of the Housing Advice Service.
C3	Total number of people assisted October to September.
C4	Total number of Clients (see 1.4 for definition of 'Client') receiving the Service (see 1.5 for definition of the Service) October to September
C5	Copies of publicity material produced during the year.
C6	Copies of the most recent annual accounts
C7	The average number of paid staff hours per week during the year
C8	The number of voluntary staff hours worked during the year.
C9	A summary of any changes in the way the Service as been delivered during the year.
C10	A summary of any proposed changes to the Service in the ensuing year.
C11	A statement of how the Service has assisted in the delivery of Sevenoaks District Community Plan objectives during the year.
C12	A copy of the budget for the ensuing year.

Schedule D

The definition of 'homelessness' is taken from s.175 Housing Act 1996 as amended by the Homelessness Reduction Act 2017

175 Homelessness and threatened homelessness

- (1) A person is homeless if he has no accommodation available for his occupation, in the United Kingdom or elsewhere, which he—
- (a) is entitled to occupy by virtue of an interest in it or by virtue of an order of a court,
 - (b) has an express or implied licence to occupy, or
 - (c) occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession.
- (2) A person is also homeless if he has accommodation but—
- (a) he cannot secure entry to it, or
 - (b) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it.
- (3) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.
- (4) A person is threatened with homelessness if it is likely that he will become homeless within 56 days.
- (5) A person is also threatened with homelessness if -
- (a) a valid notice has been given to the person under section 21 of the Housing Act 1988 (orders for possession on expiry or termination of assured short-hold tenancy) in respect of the only accommodation the person has that is available for the person's occupation, and
 - (b) that notice will expire within 56 days.

**Item 8 - Sevenoaks District Community Safety Strategy and Action Plan
2018/19**

The attached report was considered by the Economic & Community Development Advisory Committee on 6 March 2018. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2018-19

Cabinet: 8 March 2017

Report of : Chief Officer Communities and Business

Status: For Consideration

Also considered by: Economic & Development Advisory Committee - 6 March 2018

Key Decision: Yes

Executive Summary: The 2018-19 Sevenoaks District Community Safety Strategy and Action Plan is set out. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

This report supports the Key Aim of delivering a low crime rate in the District and supporting vulnerable and repeat victims of crime and anti-social behaviour.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Kelly Webb, Ext. 7474

Recommendation to Economic & Community Development Advisory Committee: That Members note the report.

Recommendation to Cabinet: that the Community Safety Strategy & Action Plan for 2018-19 is approved.

Reason for recommendation: This Action Plan will determine multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Introduction and Background

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.
- 2 The Strategic Assessment undertaken in December 2017 identified seven Community Safety priorities for the District, in no particular order, as follows:

Agenda Item 8

- Anti-Social Behaviour including Environmental Crime
- Organised Crime Groups (OCG)
- Safeguarding (incl Prevent, Gangs, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Substance Misuse
- Acquisitive Crime
- Mental Health
- Domestic Abuse

A presentation about the Strategic Assessment will be made at the Economic & Community Development Advisory Committee on 6 March 2018.

- 3 The draft 2018-19 Sevenoaks District Community Safety Strategy and Action Plan attached at the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

Key Implications

Financial

The funding required to deliver the Action Plan comes from the Police and Crime Commissioner and existing SDC Core Budgets and core budgets of participating agencies and other external funding sources as they become available. No additional District Council funding is required to deliver the plan.

Legal Implications and Risk Assessment Statement.

There are no legal issues for the Council arising from this action plan.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Community Safety Strategy & Action Plan assists with the provision of services to support District residents, including victims of crime.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Community Safety Strategy & Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The Community Safety Strategy & Action Plan has been prepared following a strategic assessment of crime and disorder issues and provides a multi-agency approach to those issues. Members are asked to note the report.

Appendices

Appendix A - The draft Sevenoaks District Community Safety & Action Plan 2018-19

Background Papers:

[The 2017 Strategic Assessment](#)

Lesley Bowles

Chief Officer for Communities and Business

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Sevenoaks District Community Safety Partnership

Annual Action Plan 2018 - 2019 - DRAFT



Introduction	Page 3
Priority issues 2018-19	Page 4
Success measures	Page 6
Domestic Abuse	Page 7
Organised Crime Groups	Page 10
Anti-Social Behaviour incl Environmental Crime	Page 12
Safeguarding including Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Gangs	Page 15
Acquisitive Crime	Page 18
Mental Health	Page 20
Substance Misuse	Page 22
Glossary	Page 25
Members of the Partnership	Page 26
Terms of reference	Page 27
Partnership structure	Page 28
Map of Sevenoaks District	Page 29

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Action Plan 2018-19

Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 26. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all of the Community Safety Partnerships in Kent, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent and similar partnerships nationally
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results.

Priority Issues for 2018-19

The Strategic Assessment undertaken during the winter of 2017, identified seven priorities for the Partnership to tackle during 2018-19. The data referred to in this Action Plan is based on the Strategic Assessment, and uses data between 1 October 2016 - 31 September 2017, unless otherwise stated. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2018. Crime types are compared with their “Most Similar Groups” a bench marking group set up by the Home Office, of partnerships thought to have similar characteristics.

The seven priorities, as ranked in the Strategic Assessment, are:

- Domestic Abuse
- Organised Crime Groups
- Anti-Social Behaviour incl Environmental Crime
- Safeguarding (incl Prevent, Gangs, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Acquisitive Crime
- Mental Health
- Substance Misuse

Although the Partnership’s main focus will be the seven priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit’s daily briefings and other tasking arrangements in order to reduce recorded crime.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership. The Action Plan does not include details of the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day to day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year. All priorities include actions around public perception and reducing repeat offenders/victims.

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Police & Crime Commissioner's (PCC) funding which is allocated to district Community Safety Partnerships, Choosing Health funding and other small amounts of funding from a variety of sources.

Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 2018-19

SUCCESS MEASURES

All recorded crime

All Victim Based Crime reduced compared with the previous year.

Domestic Abuse

Domestic Abuse Action Plan to be 80% on target

Work with agencies to reduce repeat victims

Organised Crime Groups (OCGs)

Create a baseline of OCG's

Anti-Social Behaviour

An improvement in behaviour achieved in 80% of cases accepted by the Anti-Social Behaviour Task Group.

75% of Anti-Social Behaviour victims satisfied with action taken.

Safeguarding

Deliver minimum of 4 training sessions on safeguarding topics

Determine a baseline figure for CSE, Prevent, Gangs, Human Trafficking and Modern Slavery cases in the District

Acquisitive Crime

Hold a minimum of four community sessions to address Burglary and Vehicle Crime

Mental Health

Set up a working relationship with Mental Health Service Providers

Substance Misuse

Deliver a minimum of three training sessions on Substance Misuse

Domestic Abuse

Domestic Abuse has seen an increase in the number of incidents and in the number of repeat victims this year.

Domestic abuse is not a crime category within its own right, nor is it only a subset of Violence against the Person.

The Home Office definition is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

Domestic abuse incidents in the Sevenoaks District have increased by 256 crimes (18.8%). The District has the lowest number of Domestic Abuse incidents (1621) ¹, From 1 October 2016 - 31 September 2017 there were 377 repeat victims (10 crimes, 2.72%). **Please note:** Domestic Abuse incidents are not always reported as violence against the person, if there has been no violence recorded. For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there remains a figure of domestic abuse which remains unreported. Kent figures for October 2016 - Sept 2017 rank Sevenoaks as lowest for rates of domestic abuse in the County. Kent Police figures indicate the rates of domestic abuse for Sevenoaks District have been the lowest in Kent for the past three years.

There have been no offences under the Female Genital Mutilation Act 2003 in the Sevenoaks District and none in the West division as a whole under the time period.

¹ Apparent inconsistency in annual figures arises from the classification of 'incident'. Domestic abuse 'incidents' are not necessarily violent and can refer to verbal disputes which have been reported to Kent Police; as such, not all incidents make it into statistics for violence against the person.

Domestic Abuse

	Priority Action	Lead Agency	Other Partners	By When
1.1	Raise public and professional awareness of Domestic Abuse. Show the whole spectrum from control and cohesion to domestic abuse homicides	DAVSS Domestic Abuse Working Group KCC Commissioned Service	All Partners	On Going
1.2	Deliver Healthy Relationships programme to young people through schools and youth groups	DAVSS	CSU	On Going
1.3	Reduce repeat victimisation. Increase CDAP referrals through potential new pilot with Police	Kent Police CDAP CSU	Housing Associations SDC Housing & Health	On Going
1.4	Include standard, medium risk and repeat domestic abuse referrals in Community MARAC	Kent Police Mental Health Services KFRS KCC Services Housing Associations	CSU	April 2018
1.5	Provide a service for young people affected by Domestic Abuse	CSU Freedom Group Kent Police Specialist Children's Service	DAVSS	December 2018
1.6	Review of domestic abuse incidents on provision of support services (especially 16-18yr olds) include secondary incidents	Kent Police DAVSS Early Help Prevention	Domestic Abuse Working Group	June 2018

Domestic Abuse

	Priority Action	Lead Agency	Other Partners	By When
1.7	Work on Domestic Abuse campaigns throughout the year	CSU DAVSS	KCC Commissioning Service Domestic Abuse Working Group	June 2018

Organised Crime Groups

Organised Crime comes in many forms. Those involved in organised crime don't just commit serious crime, but local crime within the community, whose activities often feed into much more serious crime and serious violence.

Whilst we very rarely see serious violence and crime in this District, criminal activity locally could have these links to organised crime. Local drug dealers sell drugs trafficked into this country by violent criminal gangs who exploit the most vulnerable people in our society so as not to get caught themselves. A local car thief is likely to be selling what is stolen to fund their own drug habit. Someone breaking into a garden shed will be selling the items to other criminals higher up the chain, which then feeds into other much more serious crime.

Criminals behind organised crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime has seen a more targeted approach by Partnerships. There are two OCGs within the Sevenoaks District - Barnfield Park in New Ash Green and Oak View Stud Farm in Horton Kirby. A new monthly meeting started in October 2017 to address OCGs and serious crime. The most common crime types associated with these groups is commonly organised theft.

Organised Crime Groups

Priority Action	Lead Agency	Other Partners	By When
2.1 Investigate information sharing and education via a communications protocol to include what part can you play to all agencies and staff	Kent Police	KFRS CSU Housing Associations	June 2018
2.2 Develop a partnership intel and referral form to measure against OCG Police national scoring matrix	CSU	Kent Police	April 2018
2.3 Community “personal” statement process to court services to prevent delays and streamline court process	Kent Police	CSU	June 2018
2.4 Through media campaigns and use of social media help address perception of Burglary and Vehicle Crime across the District. Work with residents and Town and Parish Councils	CSU	All Partners	March 2019
2.5 Work in Partnership to disrupt recognised OCGs and identify existing and emerging groups.	Police SCD	CSU All	On Going
2.4 Continue Partnership meetings around OCG’s and use the ethos of Protect, Pursue, Prevent and Prepare	CSP	All	On Going
2.5 Deliver training around OCG’s to frontline workers, schools and colleges	Police CSU		March 2017

Anti-Social Behaviour including Environmental Crime

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 20% of the total recorded figures when included in crime statistics. Figures show 1739 recorded incidents of ASB occurring within the District reported to Kent Police; The District had the 2nd lowest number of ASB reports in Kent, and saw a decrease of 14% (86 reports).

The Community Safety Unit (CSU) Daily tasking's meetings dealt with 685 ASB/Community Safety calls from October 2016 - September 2017. All actions were followed up and residents were kept updated in all actions unless they had reported anonymously. The CSU daily tasking is attended by SDC, Police, Community Wardens, West Kent Housing and SDC Environmental Heath on a daily basis and partners from KFRS and Moat Housing on a regular basis. ASB is most prominent community safety issue in the Sevenoaks District, (including environmental issues) and will continue to be a priority for the CSP.

The top wards reporting were in Swanley, Edenbridge and Sevenoaks. The top categories were intimidation and harassment. This is followed by reports of noise and then Nuisance Behaviour. Calls by type are always higher than reports received, as residents can report more than one type at a time.

The ASB Officer attends the daily tasking meeting within the CSU. Reports of anti-social behaviour to the District Council have reduced from **212 cases** Oct 15 -Sept 16 to **181 cases** Oct 16 -Sept 17, a reduction of 31 cases which equates to 14.62%. All calls were responded to and dealt with by the ASB Officer separately or with partner agencies when needed.

SDC CCTV

From 1st October 2016 to 30th September 2017, the CCTV Control Room at Sevenoaks District Council assisted the police with 83 arrests for this period; this is an increase from the previous year of 66 arrests. The main reason for this is the improved staffing and operational professionalism and commitment of the CCTV team.

West Kent Housing

West Kent Housing Association has received 503 complaints of anti-social behaviour for the period 1 October 2016 to 30 September 2017. This is an increase of 28% over the same period for the previous year. Increases in reported anti-social behaviour for the same period were identified in Alcohol Related, Condition of Property, Drugs / Substance Misuse and

Hate Crime with significant increases seen in Litter/ Rubbish / Fly tipping, Noise and Verbal Abuse. Noise Nuisance has seen a significant rise from 86 reported cases to 114, a rise of 68%.

SDC Environmental Health

During the period 1st October 2016 to 30th September 2017, the Environmental Protection Team received 1282 complaints from members of the public in respect of areas such as noise, bonfires, accumulations of waste, vicious dogs, animal welfare, pests (rats and mice), invasive plants, dust and high hedges from residents of Sevenoaks. This is an increase from the previous year of 33.

Noise continues to be the single greatest area of concern and accounts for 46% of all service requests (586), an increase of 19 from 2015/16.

SDC Direct Services

Flytipping has seen a slight rise this year for the period October 2016 - September 2017, 1508 reports of fly tipping (13.7% increase, 182 more reports). It is worth noting that an increase in reports does not necessarily indicate an increase in incidents, with often more than one report per incident. Since the Enforcement Officer role was established in July 2016, there has been one successful prosecution with a further three cases awaiting Court hearing. Five FPN's have been issued and six formal cautions.

Abandoned vehicles have increased over the last year, with 322 reports (24 more than same period last year, totaling 8%) Of these, 39 vehicles were genuinely abandoned and removed, compared with 51 vehicles for the same period the previous year. The low proportion of vehicles removed is primarily due to the majority of those reported still either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

Graffiti

Graffiti reports to the Council have decreased by 33% (19 reports) this year, with 37 recorded incidents (incl offensive). There were 21 offensive graffiti reports between October 2016 and September 2017 all of which were removed within the 48 hour deadline set by Sevenoaks District Council. (This was eight less than same period last year).

ASB incl Environmental Crime

Priority Action	Lead Agency	Other Partners	By When
3.1 Increase number of prosecutions for fly tipping through camera deployment. Increase more Partnership and community action	SDC Direct Services CSU	KCC Wardens PCSOs Housing Assoc	March 2019
3.2 Develop working practices around information sharing with key partners	CSP	All Partners	March 2019
3.3 Build on existing Communications Protocol with a Social Media strategy	CSU	All Partners	March 2019
3.4 Increase number of referrals and partners buy in to Community MARAC	CSU Mental Health Services	Social Landlords All Partners	March 2019
3.5 Increased use of ASB Powers such as Closure Orders, Community Protection Notices and Criminal Behaviour Orders. Arrange training on the powers	Police Local Authority	CSU	March 2019
3.6 Investigate factors that cause locational ASB	CSP Town & Parish Councils	All Partners	March 2019
3.7 More work around nuisance dogs, dangerous dogs and dog fouling initiatives	SDC Environmental Health	CSU	March 2019
3.8 Continue to set up Task and Finish Groups to deliver a focused approach on reducing repeat ASB	CSU	All	March 2019

Safeguarding including Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Gangs.

Counter Terrorism - Prevent Strategy

The number of calls/ incidents recorded post London Bridge terrorist attack has risen. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2016 - 31 September 2017. All were found to have no identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

Human Trafficking and Modern Slavery

There were four offences reported to Police for Sevenoaks between 1 October 2016 - 31 September 2017.

Child Sexual Exploitation (CSE)

According to Kent Police there have been eight reports of CSE in the Sevenoaks District, of which two arrests were made. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

Gangs

Gangs work and identification has risen throughout this year. A gangs meeting was held in May 2017 and partners identified what actions needed to be taken forward. These meetings are now held on a quarterly basis and includes joint operations on the train stations with British Transport Police. We know that gangs from South London are coming down on the train lines to Sevenoaks Station and then diverting to other areas of the County.

There have also been gang members identified in Swanley and Bat and Ball areas linking in with young people in the area who have been displaying ASB and could be vulnerable.

Young People and Vulnerable Adults

From 14 September 2017, Kent Police changed their policing structure and with that incorporated dedicated PCSOs within the CSU to address Domestic Abuse, Vulnerable Young People and Vulnerable adults. Both adults and young people who are vulnerable are discussed in depth every two weeks within the CSU and also any potentially raised through the Police's concern list at the daily meeting.

There was a year-on-year decrease of young offenders in the criminal justice system. Data runs from 1 April - 31 March in 2015-16 there were 150 and in 2016-17 there were 70 a reduction of 47% (80 offenders).

The highest ward was Swanley White Oak with five offenders followed closely by Swanley Christchurch and Hartley and Hodsall Street each with four. Swanley St Mary's, Ash and New Ash Green had three (all these areas are close together in the northern part of the District, so could be linked). Brasted, Chevening and Sundridge, Edenbridge North & East, Farningham, Westerham and Crockham Hill, Horton Kirby and South Darenth all had two. There was one offender in the following wards: Hextable, Leigh and Chiddingstone Causeway, Otford and Shoreham and Sevenoaks Kippington.

There is no concrete data on vulnerable adults, but the KCC Community Wardens work with all known vulnerable adults in their areas. The new dedicated PCSO role that started in September 2017 will look at vulnerable adults in more details so more information will be provided next year.

SAFEGUARDING (incl Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)

	Priority Action	Lead Agency	Other Partners	By When
4.1	Multi-agency and voluntary organisations Prevent training to be reviewed and delivered and update Prevent action plan	CSU	KCC All Partners	June 2018
4.2	Targeted delivery on Child Sexual Exploitation and Safeguarding promote on social media with schools and parents	CSU Schools Early Help	Kent Police	September 2018
4.3	Promote Online Safety especially on Internet Safety day. More awareness and training around scams and cyber crime	CSP		September 2018
4.4	Audit of available training and initiatives around Internet Safety, Cyber Crime and Scams	CSU	KCC Early Help All Partners	June 2018
4.5	Work with Police to address Modern Slavery and Human Trafficking eg car washes, nail bars, pop up brothels. Address evidence based issues	Police SCD	CSU All	June 2018
4.6	Continue multi-agency working group around gangs and gather intelligence to take forward actions	Gangs Task Group	CSU Early Help Youth Justice Lead	On Going
4.7	Use Town and Parish Councils to publish messages in newsletters	CSU		April 2018

Acquisitive Crime

Acquisitive crime consists of Burglary (Dwelling and Burglary Other Than Dwelling - BOTD) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in County and MSG comparisons. These types of crime have a high impact on the local community. Please note that in April 2017, Burglary Dwelling and BOTD was changed to Burglary Residential and Burglary Business and Community, so a full comparison from this change will not be available until April 2019.

There has been an increase of community concern around Burglary and Vehicle Crime. Burglary Dwelling (now Burglary Residential) has risen as well as Theft from Vehicle.

Acquisitive Crime

Priority Action	Lead Agency	Other Partners	By When
5.1 Police to liaise with CSU on Vehicle and Burglary crime on reducing repeat victims. CSU to extend daily tasking to address this crimes including reassurance visits and provide crime reduction devices	Kent Police CSU	KCC Wardens PCSOs Housing Assoc	April 2018
5.2 Work with the IOM Hub to reduce the number of repeat offenders for Burglary and Vehicle Crime ensuring that support is offered for offenders just released from prison.	Kent Police Kenward Trust	CSU West Kent Reducing Reoffending Group	April 2018
5.3 Work with Youth Offending Service and IOM on deterring young offenders from re-offending in burglary and vehicle crime	Police YOS	CSU	April 2018
5.4 Through media campaigns and use of social media help address perception of Burglary and Vehicle Crime across the District. Work with residents and Town and Parish Councils	CSU	All Partners	March 2019
5.5 Promote good arrests through Social Media including Twitter and Street Life	Police	CSU	On Going
5.6 North West Kent Crime Prevention Panel to attend village days/fetes across the District promoting home and vehicle security	CSU	Police KCC Community Wardens	April 2018

Mental Health

Mental Health has proved a concern for the Partnership. Many issues that come throughout the priorities have a link to mental health. However Mental Health Services/Providers are not a key player in the CSU, but should be and that link needs to be made.

Data has been very limited on how many people with a form of mental health links into crime, ASB and safeguarding, but continues to be dealt with by agencies in silo and takes up a lot of time and resources. A Mental Health Working group was set up in May 2017 and works with partners to address issues. One action was to set up Community MARAC (Multi-Agency Risk Assessment Conference). This looks at all repeat offenders and victims to give a wider remit to include Mental Health. The first meeting was held on Wednesday 20 September.

From 1 April 2015 - 31 March 2016, 24 young people were sectioned an increase of 8 compared to previous year.

From 1 April 2015 - 31 March 2016, 617 over 18's were sectioned an increase of 67 compared to previous year.

Mental Health Issues

Priority Action	Lead Agency	Other Partners	By When
6.1 Identify early interventions such as Childhood Trauma, Homelessness and Veterans. Identify through GPs, Neighbourhood Watch, Schools and Partners	CCGs CSU - PCSO Specialists KCC Community Wardens Early Help & SCS	KFRS Schools Youth Service	March 2019
6.2 Develop an At Risk process to address repeat missing persons by more training and public engagement	Missing Child and Adults Teams CSP	All Partners	March 2019
6.3 Mental Health Training - agree training level for Sevenoaks District. Including looking at pathways	CSU	All Partners	March 2019
6.4 Investigate and work with Metal Health Working Group to gain funding and set up crisis cafes and crisis drop ins	CSU West Kent Mind CCGs	Kenward Trust DAVSS CGL and Addaction	March 2019
6.5 More engagement with schools around mental health especially addressing ASB and community safety concerns	CSP	Youth Services Police Youth Officer	March 2019
6.6 More engagement with older people with mental health services especially around ASB and community safety concerns	CSU KCC Community Wardens	Housing Associations	March 2019
6.7 Through the Community MARAC work with mental health services to help reduce the number of frequent callers	CSU Mental Health Services	All Partners	March 2019

Substance Misuse

Drugs

Drug offences are no longer recorded in the Victim Based Crime figures released by Kent Police. However, Kent Police has provided rolling data on Drug Offences and this has also seen a decrease of 24.8% (33 offences from 133 to 100).

1 September 2016 - 31 August 2017 there were 290 admissions relate to 253 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, but an increase from last year.

Illegal Highs

Illegal highs are substances that have similar effects to drugs like cocaine or cannabis. They are sometimes called club drugs or new psychoactive substances (NPS).

In 2016, a new Act came in making these substances illegal. Currently there is no baseline data for the Sevenoaks District.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and County level². It is generally felt that these rates no longer accurately reflect alcohol admission trends as some ‘attributable’ conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol.

² Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

Commissioned Services

Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals across West Kent.

CGL work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CGL through the provision of group work and peer support to residents for their substance misuse. A joint working programme has also been developed with Sevenoaks Area MIND to deliver CGL programmes on a weekly basis to Greensands residents and a bi-weekly drop in and referral service for MIND service users. This will facilitate better access to drug and alcohol services for these clients.

Addaction are commissioned by Public Health to deliver services to young people.

The CSP also funds Kenward Trust to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2016 to 30th September 2017, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

Substance Misuse

Priority Action	Lead Agency	Other Partners	By When
7.1 Hold a meeting to find out from the Commissioner what services have been commissioned and whether they are being accessed across the District	CSU	Early help & Social Care Mental Health Services	June 2018
7.2 Deliver outreach work to designated areas to address substance misuse using CSU reports, public health data and health hub information	Kenward Trust	CSU Schools Early Help	On Going
7.3 Session work to be delivered in schools and other intervention programmes	CSU Kenward Trust Addaction	All Partners	June 2018
7.4 Ask CCGs to consider aftercare for people admitted to A&E for substance misuse	CCG	CSU	June 2018
7.5 Horizon scanning for best practise for gangs around substance misuse	Police SCD	CSU All	June 2018
7.6 Work with ex-offenders as they re-join the community specifically linked to spice to stop spreading to young people	CGL Probation	CSU	June 2018
7.7 Deliver training on substance misuse including the Dark Web for partner agencies	CSU	Addaction	September 2018

GLOSSARY:

ASB - Anti-Social Behaviour

CDAP - Community Domestic Abuse Perpetrators Programme

CSE - Child Sexual Exploitation

CSP - Community Safety Partnership

CSU - Community Safety Unit

DAVSS - Domestic Abuse Volunteer Support Services

KCC - Kent County Council

KCSB - Kent Children's Safeguarding Board

KFRS - Kent Fire & Rescue Service

LCPB - Local Children's Partnership Board

MARAC - Multi Agency Risk Assessment

MSG - A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

PCC - Police & Crime Commissioner

PCSO - Police Community Support Officer

SCS - Specialist Children's Services

SDC - Sevenoaks District Council

YOS - Youth Offending Service

Membership of the Community Safety Partnership and contact details

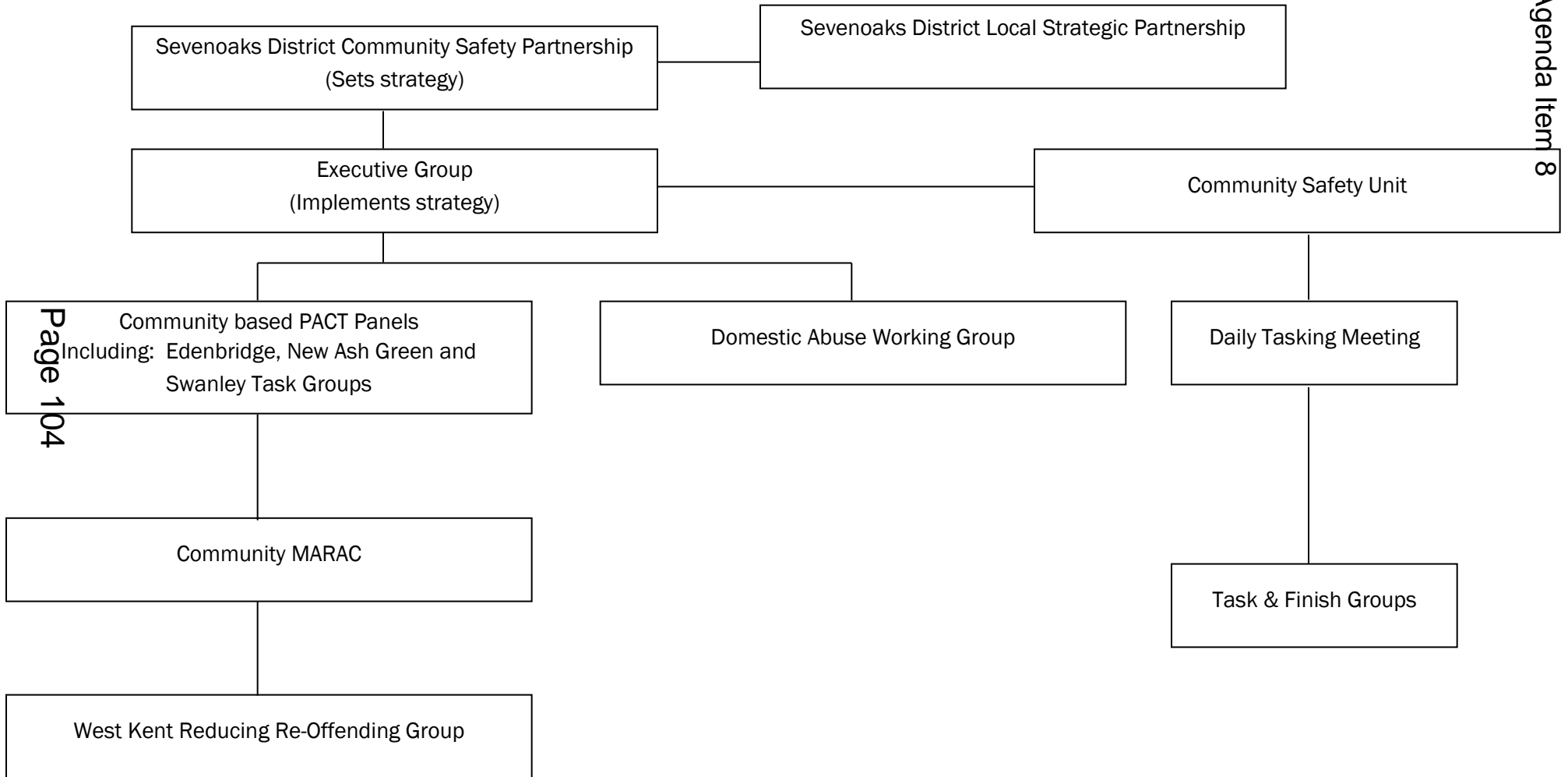
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks Tel: 01622 692121 Web: www.kent.fire-uk.org</p>	<p>Police & Crime Commissioner Kent Police Headquarters Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk</p>
<p>NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentpct.nhs.uk</p>	<p>Kent Surrey and Sussex CRC Ltd Maidstone Corporate Centre 3rd Floor, Maidstone House King Street Maidstone Kent, ME15 6AW Tel: 01622 239147 Website: www.ksscrc.co.uk</p>	<p>KCC Social Services The Willows, Hilda May Ave, Swanley Kent BR8 7BT Tel: 0300 041 1400 Web: www.kent.gov.uk</p>	<p>Imago 17-19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.imago.org.uk</p>
<p>KCC Early Help & Preventative Service C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel 01322 615275 Web: www.kent.gov.uk</p>	<p>KCC Trading Standards Public Protection 1st Floor, Invicta House, Maidstone, Kent ME14 1XX Web: www.kent.gov.uk</p>	<p>KCC Community Safety KFRS Station Loose Road Loose Kent Web: www.kent.gov.uk</p>	<p>West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>
<p>Kenward Trust Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk</p>	<p>MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0300 323 0011 Web: www.moat.co.uk</p>	<p>West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	

Terms of Reference

The Partnership's terms of reference are to:

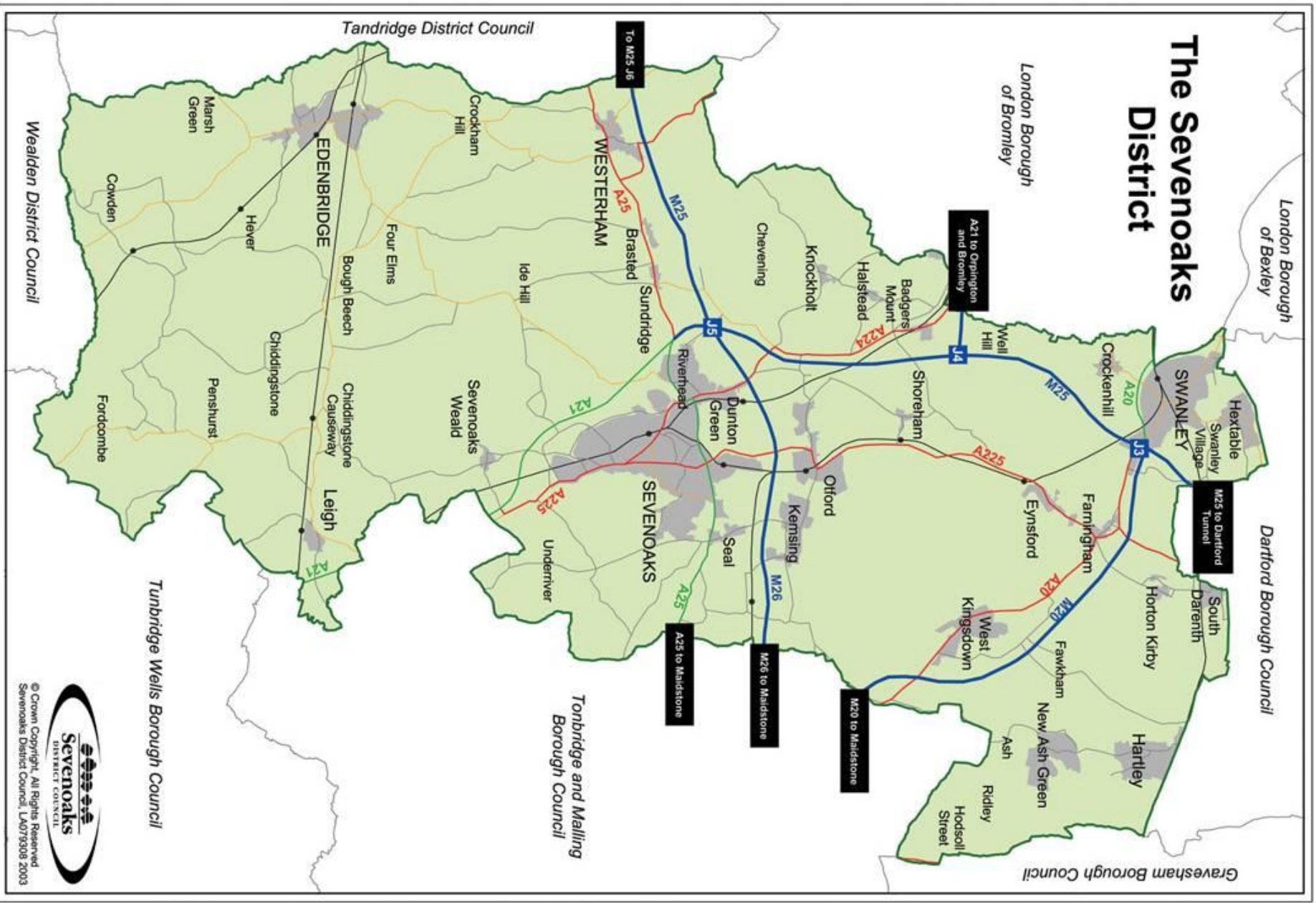
- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure of Sevenoaks District Community Safety Partnership



Page 104

Agenda Item 8



Enquiries to:

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Item 9 - Strategic Assessment Update

The attached report was considered by the Economic & Community Development Advisory Committee on 6 March 2018. The relevant Minute extract was not available prior to the printing of this agenda and will follow when available.

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STRATEGIC ASSESSMENT UPDATE

Cabinet - 8 March 2018

Report of Chief Officer Communities and Business

Status: For Information

Also considered by: Economic and Community Development Advisory Board - 6 March 2018

Key Decision: No

Executive Summary: The Strategic Assessment for 2016/17 is set out. Members are asked to note the contents of the report.

This report supports the Key Aim of Safe Communities: A safer place to live, work and travel.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Kelly Webb, Ext.7474

Recommendation to Economic and Community Development Advisory Committee: Members are asked to note the report

Recommendation to Cabinet: Members are asked to note the report.

Reason for recommendation: The report sets out results of the Strategic Assessment for 2016/17 and shows trends for crimes in the Sevenoaks District.

Introduction and Background

- 1 It is a requirement of the Crime and Disorder Act (1998) that all local authorities produce a strategy for the reduction of crime and disorder in their areas, including:
 - a. anti-social and other behaviour which adversely affects the local environment;
 - b. Combatting the misuse of drugs, alcohol and other substances;
 - c. Reducing re-offending.

- 2 The Strategic Assessment is a document that sets out progress against these priorities and compares the level of crime against the other Kent Districts and Boroughs and a suite of similar District Councils countrywide.

Agenda Item 9

- 3 The report is completed by Community Safety Partnership and is used to address local priorities and provide data and information for the annual Community Safety Strategy & Action Plan.
- 4 The Strategic Assessment considers data from 1 October 2016 to 31 September 2017 from a variety of partner agencies including this Council, Police and community sources such as PACTs. There have been changes in the way that crime is recorded and a summary of these changes are given on page 14 (paragraph 2 and 3) of the Strategic Assessment.

Results

- 5 The Strategic Assessment update for 2016/17 is set out at Appendix B.

Key Implications

Financial

This Assessment is a core part of SDC role within the Community Safety Team and has no impact on SDC Budgets

Legal Implications and Risk Assessment Statement.

There are no legal for the Council associated to this report.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users

Appendices Appendix A - Strategic Assessment 2016/17

Background Documents None

Lesley Bowles
Chief Officer for Communities and Business

*paragraph 4 of this report, and page 140 of the appendix have been slightly amended from the report which went to Economic & Community Development Advisory Committee on 6 March 2018.

Appendix

Sevenoaks District Community Safety Partnership



Strategic Assessment 2018 - DRAFT

Produced by: The Community Safety Team, Sevenoaks District Council

Table of Contents

Introduction	3
The aim of this Strategic Assessment	3
The background to the Strategic Assessment	3
Who produced this Strategic Assessment	3
Methodology	4
Part One - Sevenoaks District Profile	5
Population Profile	5
Ethnic Profile	6
Deprivation	6
Mosaic Profile of Residents	8
Unemployment	10
Out of Work Benefits	11
Part Two - Overview of Crime & Anti-Social Behaviour in the District	13
General Overview of Crime	16
Community Safety Unit	22
Part Three - Community Safety Issues 2018-19	34
Domestic Abuse	36
Organised Crime Groups	39
Anti-Social Behaviour Incl Environmental Crime	42
Safeguarding	45
Acquisitive Crime	50
Mental Health	52
Substance Misuse	55
Part Four - Conclusion	60
Glossary	61

Introduction

The Aim of this Strategic Assessment

This Strategic Assessment is produced for the Sevenoaks District Community Safety Partnership using data for the period 1 October 2016 - 31 September 2017 unless otherwise stated. It identifies the priorities for the 2018-19 Sevenoaks District Community Safety Strategy & Action Plan.

The purpose of this Strategic Assessment is to provide information and understanding of community safety issues for the members of the Sevenoaks District Community Safety Partnership. It identifies the emerging priorities by considering the patterns, trends and shifts relating to crime, disorder and Anti-Social Behaviour in the Sevenoaks District. Additionally, it includes a performance assessment of how far the partnership has achieved its previous priorities and an update of issues considered by the local community to be priorities.

The Background to the Strategic Assessment

In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards which came into force in August 2007.

The 1998 Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards place an obligation on responsible authorities to comply with the specified requirements, one of which is the creation of an annual Strategic Assessment.

Strategic Assessments should identify current and anticipated crime, disorder and Anti-Social Behaviour issues from sound evidence and robust analysis. Strategic Assessments provide an intelligence-led business planning approach and help Partnerships to respond more effectively to the communities they serve.

Who Produced this Strategic Assessment?

The Strategic Assessment has been produced on behalf of Sevenoaks District Community Safety Partnership by the District Council's Community Safety Team, using data and analysis supplied by the relevant agencies through Kent County Council's Community Safety Team. The structure of the Strategic Assessment is based on a template used throughout Kent.

Methodology

Data collected for this Strategic Assessment relates to the time period 1 October 2016 - 31 September 2017 unless otherwise stated.

The main body of this assessment is broken down into four sections.

Part one looks at contextual information such as Population, Diversity and Unemployment.

Part two gives a brief overview of Crime, Disorder and Anti-Social Behaviour issues affecting the Sevenoaks District. This includes an analysis of trends since the previous assessment, a cross-County comparison and ranking alongside other Districts in its Most Similar Group (MSG¹), a group of local authority areas with characteristics similar to those of the Sevenoaks District.

Part three is the 'In-Depth Analysis', which will first look at the emerging partnership priorities with recommendations for the Sevenoaks District 2018-19 Strategy & Action Plan. It provides further analysis of the priorities, looking at the scale of each issue, reasons for changes in levels and the suggested cause of the problem, including the relevance of location, time, the offender or the victim.

The views and priorities of the local community have been gathered through the Kent Crime and Victimization Survey (KCVS) and the Partners and Communities Together (PACT) process.

A priority selection process is used, to produce a final list of recommended partnership priorities for the forthcoming year.

Part four looks at a broader range of issues including those that are important across the County, and those that have previously been priorities in the Sevenoaks District.

¹ MSG is Most Similar Groups. Most Similar Groups (MSGs) are groups of local areas that have been found to be the most similar to each other using statistical methods, based on demographic, economic and social characteristics which relate to crime.

Part One - Sevenoaks District Profile

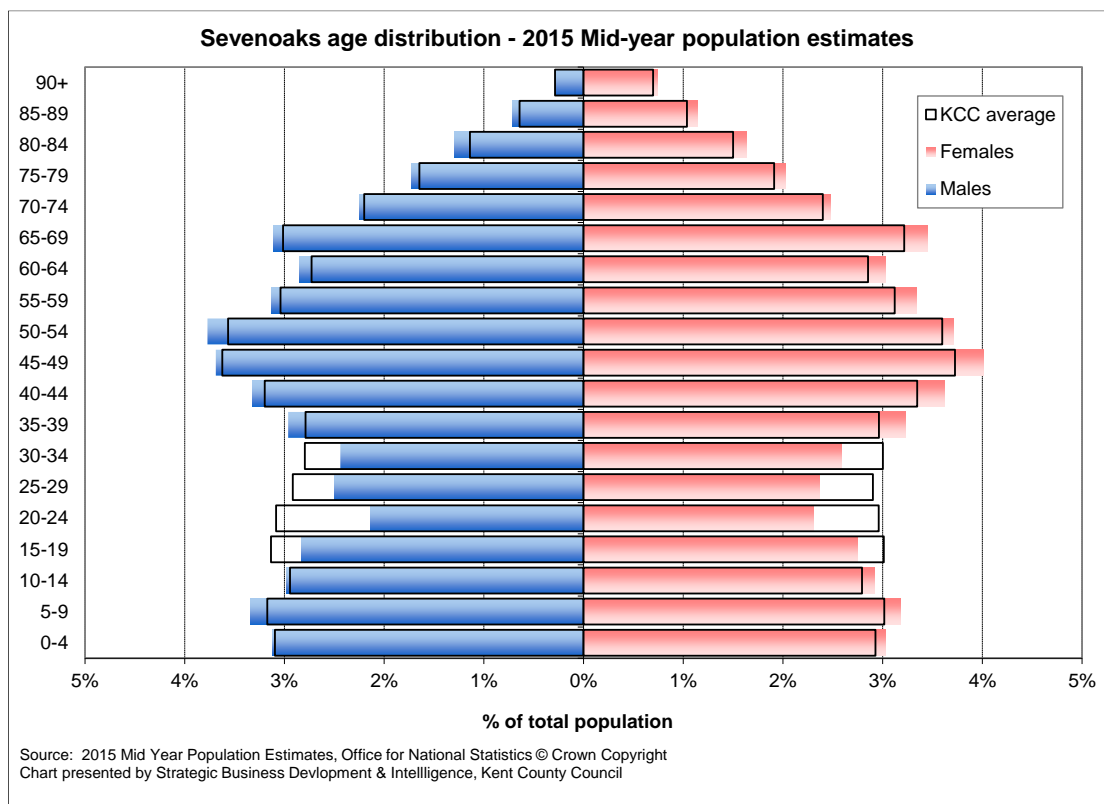
Population profile

The latest population figures from the 2016 Mid-year Population Estimates show that there are 119,100 people living in Sevenoaks District². This population size ranks Sevenoaks District the 7th most populated Kent local authority district area.

52% of Sevenoaks District population live in urban areas, with the remaining 48% living in the surrounding rural area and settlements³. 22% of the District’s total population live in the Sevenoaks District urban area, whilst 19% of the total population live in the Swanley urban area.

The age profile of Sevenoaks District population is shown in Chart 1. Overall, the District has a very similar age profile to the County average. Sevenoaks District has a slightly higher proportion of people aged 35 and older and a smaller proportion of teenagers and those aged 20-34, compared to the KCC average.

Chart 1



² 2015 Mid-year population estimates, Office for National Statistics

³ 2014 Ward level population estimates (experimental), Office for National Statistics

Agenda Item 9

Over the last ten years the District's population has grown by 5.9% (an additional 6,600 people)⁴. This is the second lowest rate of growth of any Kent district. The growth in the District's population is set to continue, with current forecasts suggesting a further increase of 8.5 % between 2016 and 2036⁵. This predicted rate of growth is considerably lower than the county average (16.7%) and places Sevenoaks District as having the third slowest population growth in Kent local authority district areas. This forecast is based on KCC's assessment of the District's future housing targets as at September 2016. Such targets will be subject to changes as district authorities develop their Local development framework.

Further population information:

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/population-and-census>

Ethnic profile

95.8% of Sevenoaks District population is of white ethnic origin, with the remaining 4.2% being classified as of Black Minority Ethnic (BME) origin⁶. The proportion of the District's population classified as BME is lower than the County average of 6.3%.

The largest ethnic group in Sevenoaks District is White British, with 91% of residents from this ethnic origin. Within the BME population, the largest ethnic groups are Indian, White and Asian mixed (each accounting for 0.6% of all residents).

Further ethnicity information:

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/equality-and-diversity-data>

Deprivation

The English Indices of Deprivation 2015 provide a measure of deprivation at both district and sub-district (Lower Super Output Area) level, relative to other areas in England⁷.

Table 1 presents the national and county rank of Sevenoaks District based on the 2015 Index and also shows how the rankings have changed since the 2010 Index⁸.

⁴ Time series of Mid-year population estimates 1995 - 2015, Office for National Statistics

⁵ KCC Housing Led Forecasts (Oct'2015). Strategic Business Development & Intelligence, Kent County Council

⁶ 2011 Census, Office for National Statistics

⁷ The English Indices of Deprivation 2015, Department for Communities and Local Government

⁸ Based on the indicator 'national rank of average score'

In 2015, Sevenoaks District was ranked as one of the least deprived district in Kent (ranked 10 out of 12 districts, with the most deprived being ranked 1). Nationally, Sevenoaks District ranks 268th out of 326 local authority districts in England. This rank places it within England’s least deprived half of authorities.

The County rank of Sevenoaks District has risen by two places between 2010 and 2015. On the national ranking, the District has moved up by 8 positions from 276th in 2010 to 268th in 2015. This indicates the District’s level of deprivation has increased, relative to other areas in England.

Table 1: National and county rank of Kent districts based on the 2010 and 2015 Indices of Deprivation (table displayed based on 2015 rank)

Authority	IMD2010		IMD2015		Change in rank* 2010 to 2015	
	IMD2010 national rank (out of 326)	Kent Rank (out of 12)	IMD2015 national rank (out of 326)	Kent Rank (out of 12)	National position	Kent position
Thanet	49	1	28	1	21	0
Swale	99	3	77	2	22	1
Shepway	97	2	113	3	-16	-1
Gravesham	142	5	124	4	18	1
Dover	127	4	126	5	1	-1
Dartford	175	7	170	6	5	1
Ashford	198	8	176	7	22	1
Canterbury	166	6	183	8	-17	-2
Maidstone	217	9	198	9	19	0
Sevenoaks	276	12	268	10	8	2
Tonbridge & Malling	268	11	274	11	-6	0
Tunbridge Wells	249	10	282	12	-33	-2

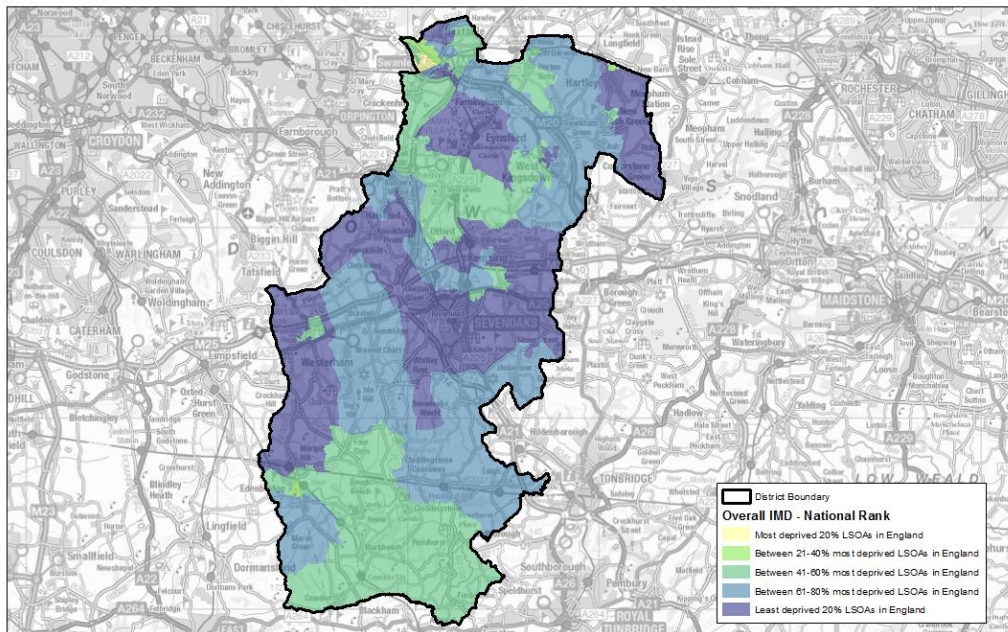
* A minus change in rank illustrates that a district has moved down the rankings and is therefore now less deprived relative to other areas in England.
Source: The English Indices of Deprivation 2010 and 2015, Communities and Local Government

Levels of deprivation vary across the District with parts of the District being within England’s top 20% deprived of areas and yet other parts are within England’s least 20% deprived of areas. More detail is shown on Map 1.

The greatest levels of deprivation are found within Swanley St. Mary’s ward. Neighbouring some of the most deprived areas of Sevenoaks District are areas with relatively low levels of deprivation. The least deprived areas of the District are found in the Dunton Green and Riverhead ward.

Agenda Item 9

Map 1: National rank of Lower Super Output Areas (LSOAs) in Sevenoaks based on the Index of Multiple Deprivation 2015



This map produced by Strategic Business Development & Intelligence, Kent County Council
© Crown Copyright and database right 2015, Ordnance Survey 100019238

Further deprivation information:

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/deprivation-and-poverty>

Mosaic profile of residents

Mosaic Public Sector is a classification system designed by Experian to profile the characteristics of the UK population.

Each household in the UK is classified as belonging to one of 15 groups and 66 types. The 15 groups have been named A to O.

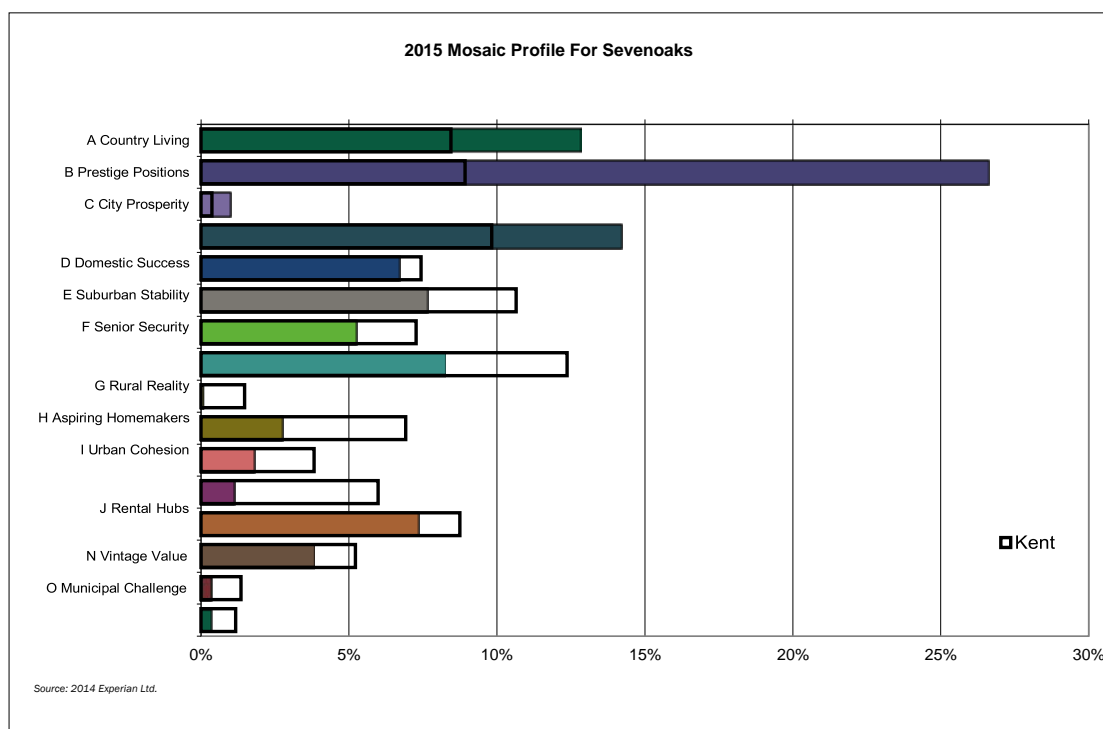
These groups identify clusters of individuals and households that are as similar as possible to each other and as different as possible to any other group. They describe the residents of a postcode in terms of their typical demographics, their behaviours, their lifestyle characteristics and their attitudes. The characteristics of the Mosaic groups are presented in Table 2. This profiling work is undertaken by the County Council.

Table 2

Definition	
A	- Country Living - Well off owners in rural locations enjoying the benefits of Country life
B	- Prestige Positions - Established families in large detached homes Living upmarket lifestyles
C	- City Prosperity - High status city dwellers living in central locations and persuing careers with high rewards
D	- Domestic Success - Thriving families who are busy bringing up children and following careers
E	- Suburban Stability - Mature suburban owners living in settled lives in mid-range housing
F	- Senior Security - Elderly people with assets who are enjoying a comfortable retirement
G	- Rural Reality - Householders living in expensive homes in village communities
H	- Aspiring Homemakers - Younger households settling down in housing priced within their means
I	- Urban Cohesion - Residents of settled urban communities with a strong sense of identity
J	- Rental Hubs - Educated young people privately renting in urban neighbourhoods
K	- Modest Traditions - Mature homeowners of value homes enjoying stable lifestyles
L	- Transient Renters - Single people privately renting low cost homes for the short term
M	- Family Basics - Families with limited resources who have to budget to make ends meet
N	- Vintage Value – Elderly people reliant on support to meet financial or practical needs
O	- Municipal Challenge – Urban renters of social housing facing an array of challenges

The Mosaic profile of residents in Sevenoaks District is shown in Chart 2 alongside the county profile.

Chart 2



Unemployment - (out of work claimants of Jobseekers Allowance or Universal Credit)

Sevenoaks District unemployment rate is currently 0.7%. This is considerably lower than the County average of 1.7% and the national average of 1.9%⁹.

In September 2016, there were 535 unemployed people in Sevenoaks District which is the same as in August 2016 and 3.9% higher (20 more unemployed people) than September 2015.

Table 3: Unemployment rates

District	Total unemployed as at September 2017	Resident based rate %	Change since previous month		Change since last year	
			Number	%	Number	%
Sevenoaks	520	0.7%	-15	-2.8%	-20	-3.7%
Kent	15,640	1.7%	15	0.1%	875	5.9%
Great Britain	765,760	1.9%	-5,805	-0.8%	31,075	4.2%

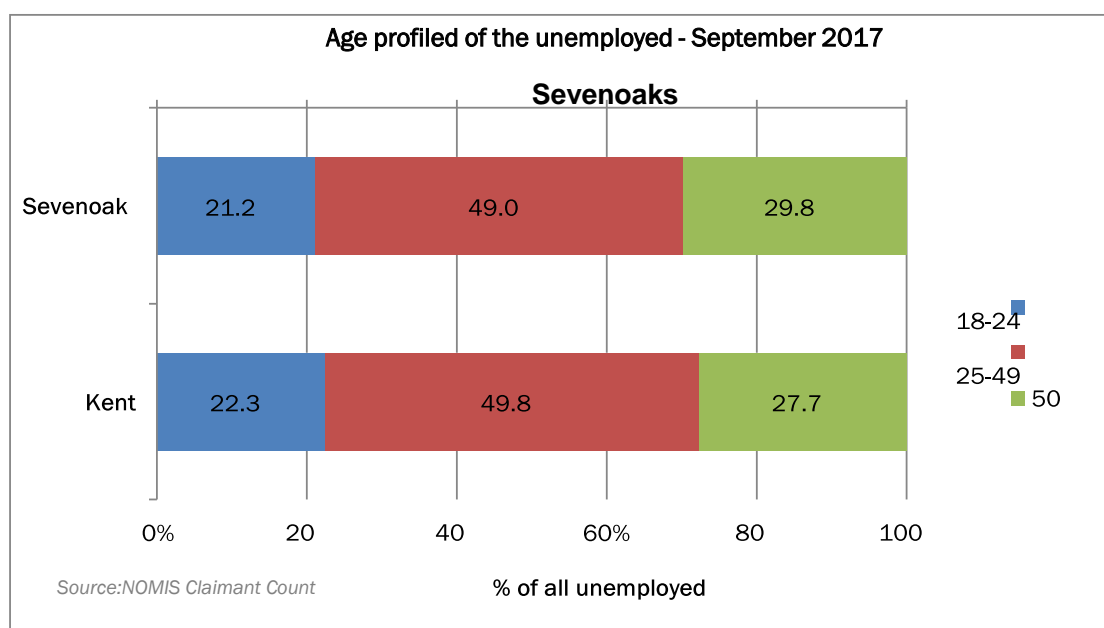
Source: NOMS - Claimant Count

⁹ NOMIS Claimant Count Sept 2016

Unemployment rates vary across the District. The lowest unemployment is in Cowden and Hever ward, where 0.2% of the working age population are unemployed. The highest rate is in Swanley St Mary's ward, where 1.9% of the working age population are unemployed.

An age breakdown of those who are unemployed is given in Chart 3. As can be seen, the District has a lower percentage of unemployed people aged 18-24 than the County and a higher percentage of unemployed people aged 45 and over than the County. This, to an extent reflects the District's age distribution as set out in Chart 1.

Chart 3: Age profile of the unemployed



Further unemployment information:

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

Out of Work Benefits

Out of work benefits claimants includes those people aged 16-64 who are claiming a key Department of Work and Pension (DWP) benefit because they are not working. This definition is used as an indicator of worklessness.

As at November 2016, there were 3,330 people in Sevenoaks District who were claiming out of work benefits. This is 4.7% of all 16 to 64 year olds and is lower than the County average of 7.4%.

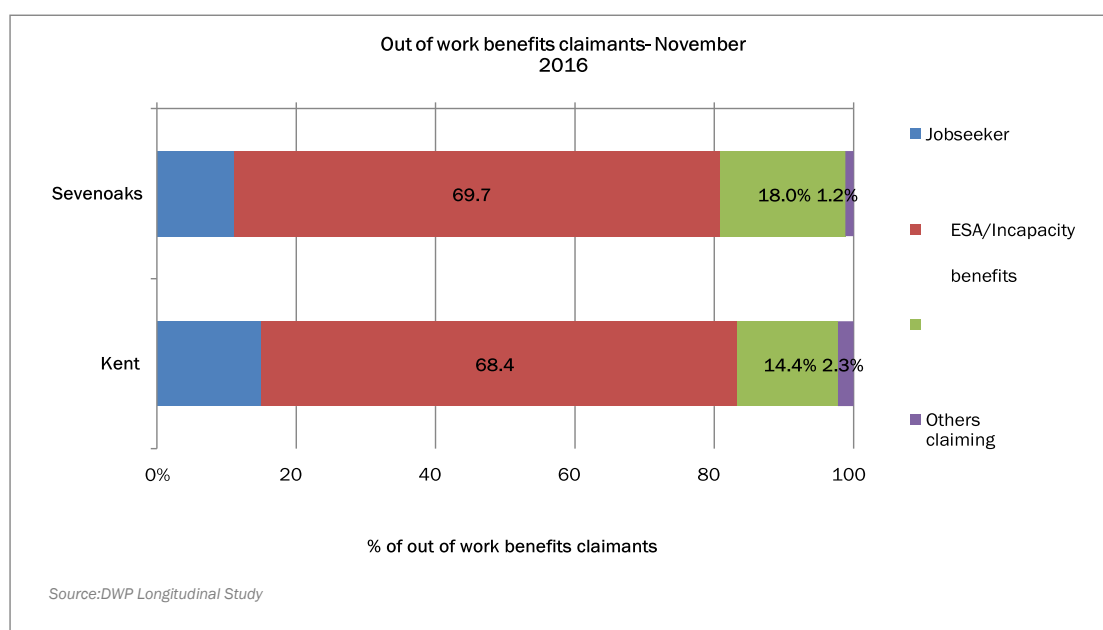
Agenda Item 9

The largest proportion of those claiming Out of Work benefits in the District are claiming Employment Support Allowance or Incapacity Benefit i.e. they have a health condition which is restricting the sort of work that they usually do.

A lower proportion than the average for the KCC area consists of those classified as jobseekers (claimants of Jobseekers Allowance). 18% of those who are workless in the District are lone parents who are claiming Income Support. This is higher than the KCC rate of 18.0%¹⁰.

Chart 4 shows out of work benefits claimants by main reason for which they are claiming.

Chart 4: Out of work benefit claimants



As with unemployment rates, out of work benefit claimant rates also vary across the District. The lowest proportion of out of work benefit claimants is in Sevenoaks Kippington ward, where 2.8% of the working age population are claiming. The highest rate is in Swanley St. Mary's ward where 12.5% of the working age population are out of work.

Further benefits information:

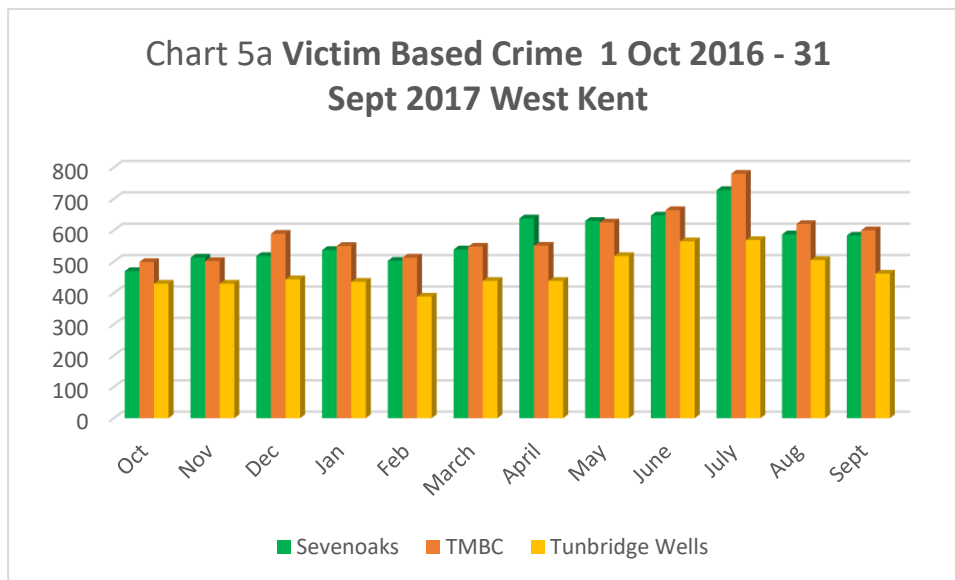
<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

¹⁰ DWP Longitudinal Study: February 2016

Part Two - Overview of Crime and Anti-Social Behaviour in the District

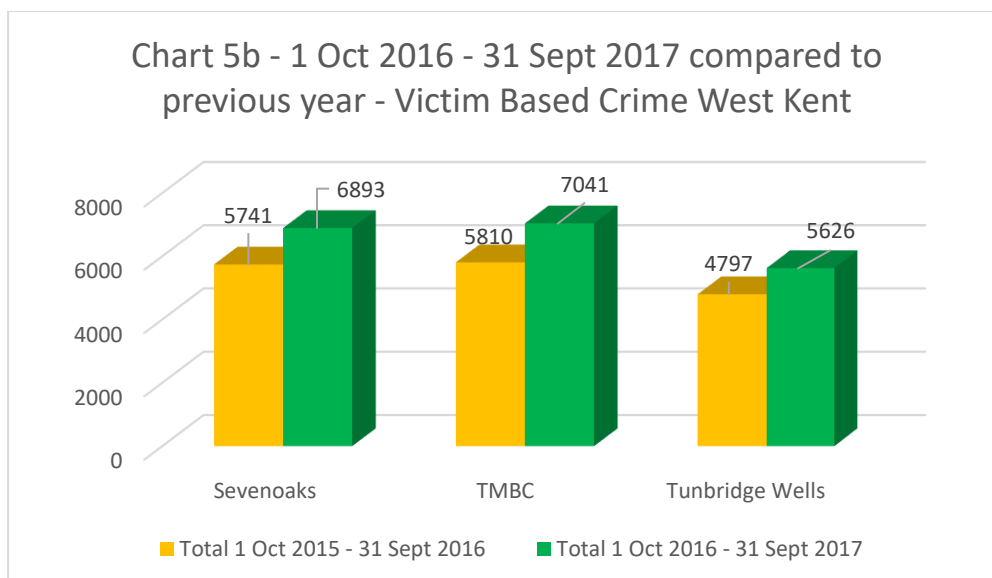
2.1 Pages 13 to 21 look at community safety issues to identify trends and comparative performance. Charts 5a, 5b and 5c show victim based crime from 1 October 2016 - 31 September 2017 for the District, for West Kent Division and for Kent, not including Medway.

2.2 This year’s recorded crime figures show that overall crime¹¹ within the Sevenoaks District has increased from 5741 to 6893 in the same period last year. This is a **total crime increase of 20%**, with 1152 more offences occurring in the same twelve month period. Sevenoaks District had the 2nd lowest number of recorded crimes in the County at the end of September 2017. All areas in the West Kent Police Division have seen a rise in crime (TMBC 21% and TWells 17.2%).

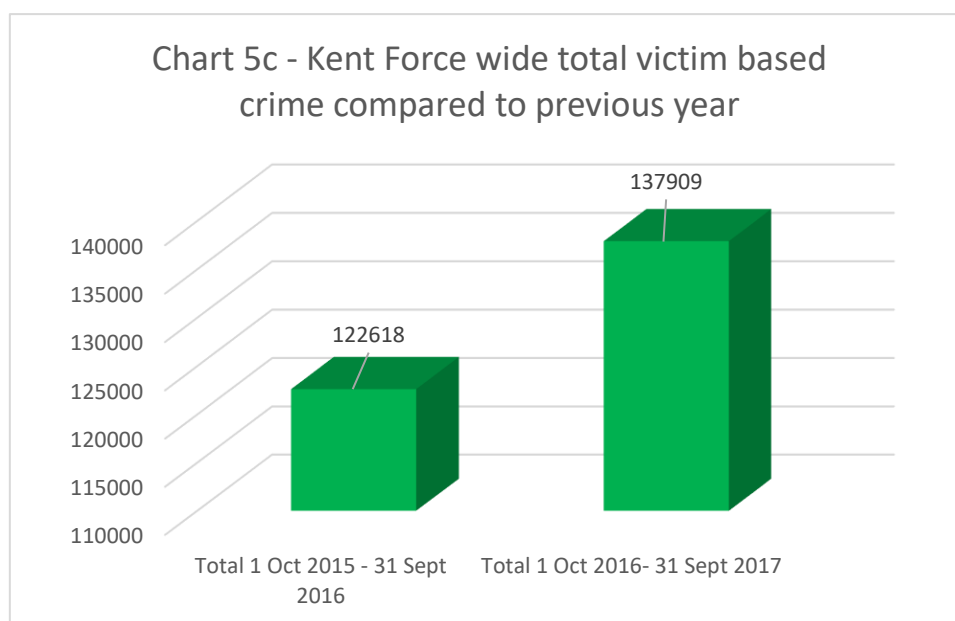


¹¹ As of April 2013, Kent Police recorded crime figures refer to victim-based crimes and no longer include the categories ‘drug offences’, ‘fraud & forgery’ and ‘other offences’. Subsequently, historic and County comparisons regarding total crime have also excluded these categories.

Agenda Item 9



2.3 Victim based crime in Kent has risen by 12.5% (15,291 crimes)



Charts 5a-c Total Victim Based crime (Source: Kent Police)

Her Majesty's Inspectorate of Constabulary (HMIC)

Kent Police has once again been graded as 'Outstanding' for legitimacy and become the only police force in England and Wales to achieve the grade three years in a row. According to the PEEL (police effectiveness, efficiency and legitimacy) annual assessment of police forces by Her Majesty's Inspectors (HMICFRS*), Kent Police is efficient and effective and is policing the county 'by consent'.

Her Majesty's Inspectors focused on four main areas for their assessment of Kent Police:

- How legitimate is Kent Police at keeping people safe and reducing crime?
- To what extent does Kent Police treat all the people it serves with fairness and respect?
- To what extent does Kent Police ensure that its workforce behaves ethically and fairly?
- To what extent does Kent Police treat its workforce with fairness and respect?

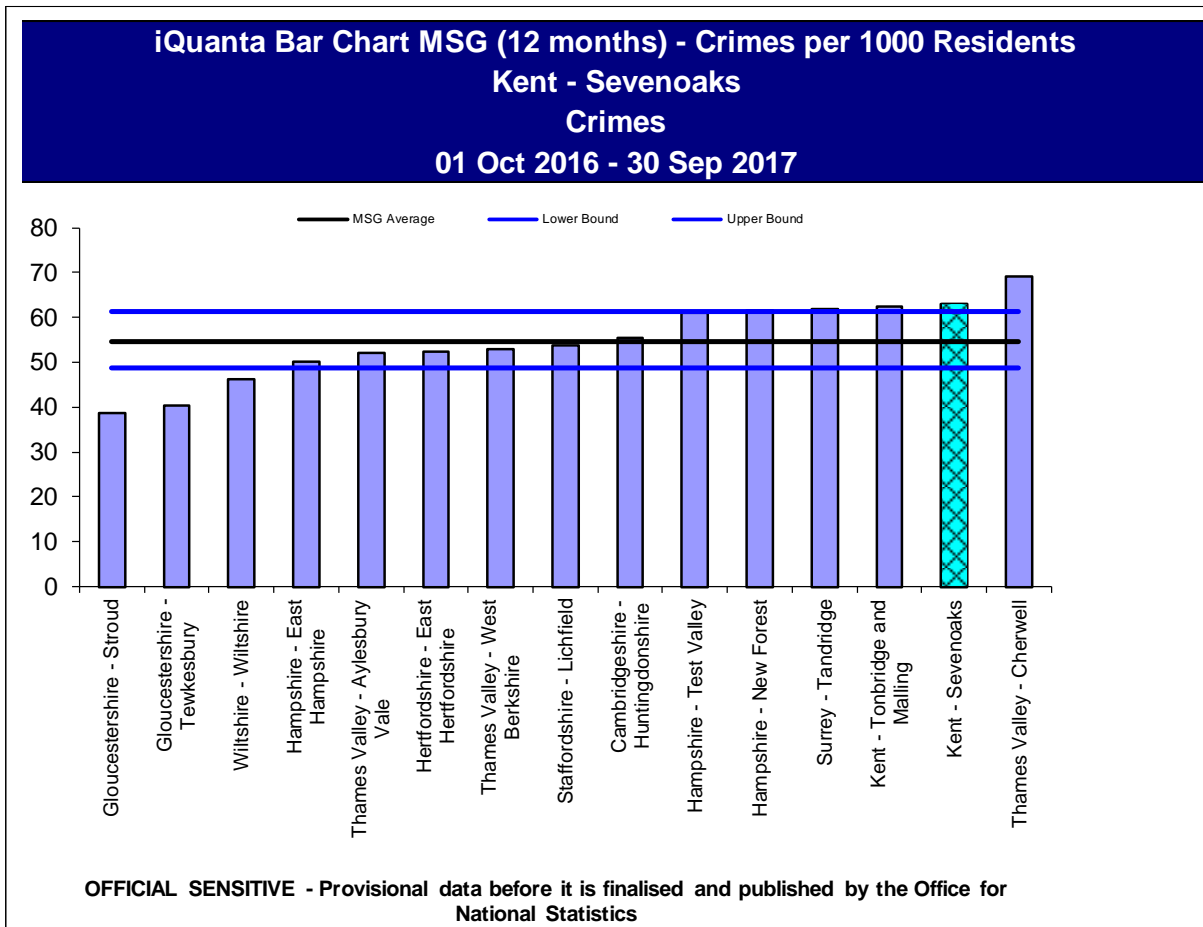
Inspectors found that officers and staff have a clear understanding of the importance of treating everyone with respect and making fair decisions, as well as being friendly and approachable.

It recognises that Kent Police has a clearly defined vision and set of values and has invested in extensive training to ensure the workforce know what is expected of them. The report concluded that the leadership of Kent Police demonstrates a very positive ethical approach to policing which is reflected throughout the force.

2.4 Chart 6 shows crime in Sevenoaks District compared with the 14 other local authorities in the Home Office Most Similar Group (MSG), a group of 15 local authorities with similar characteristics. The Sevenoaks District has the 14th highest crime rate in its Most Similar Group. (up 2 places compared to same period last year).

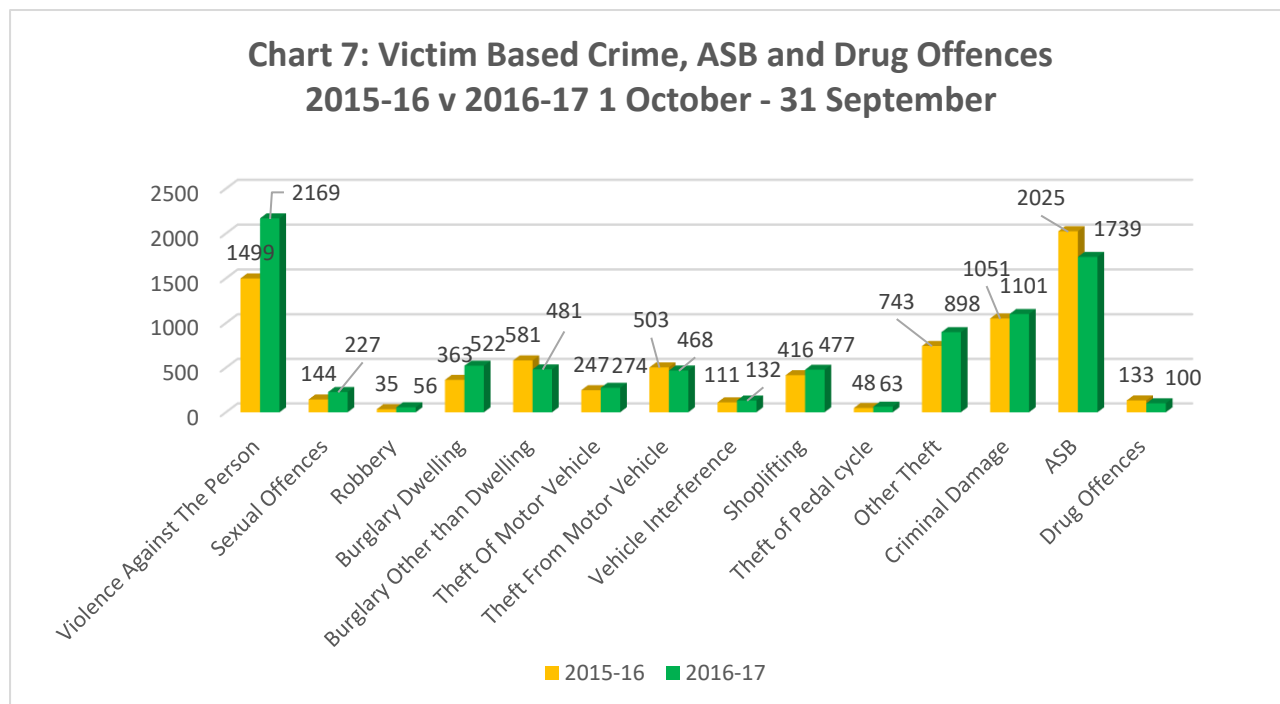
Agenda Item 9

Chart 6 - Comparison with Most Similar Group

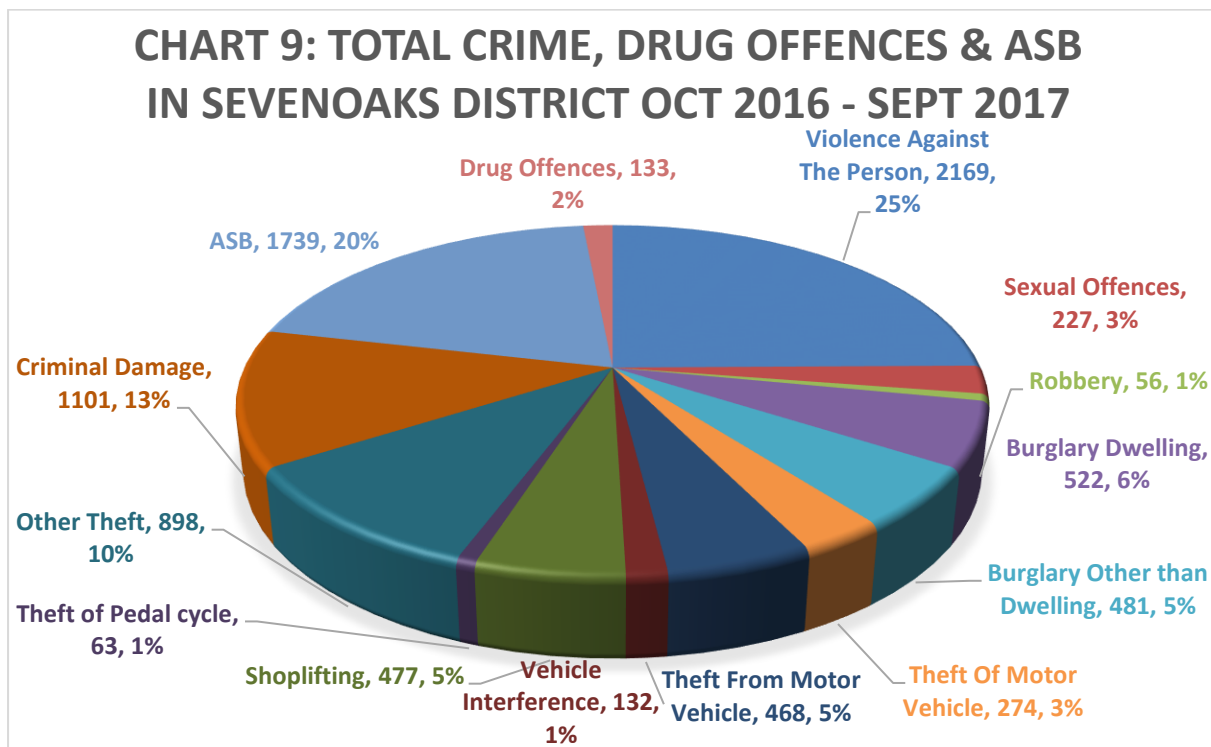
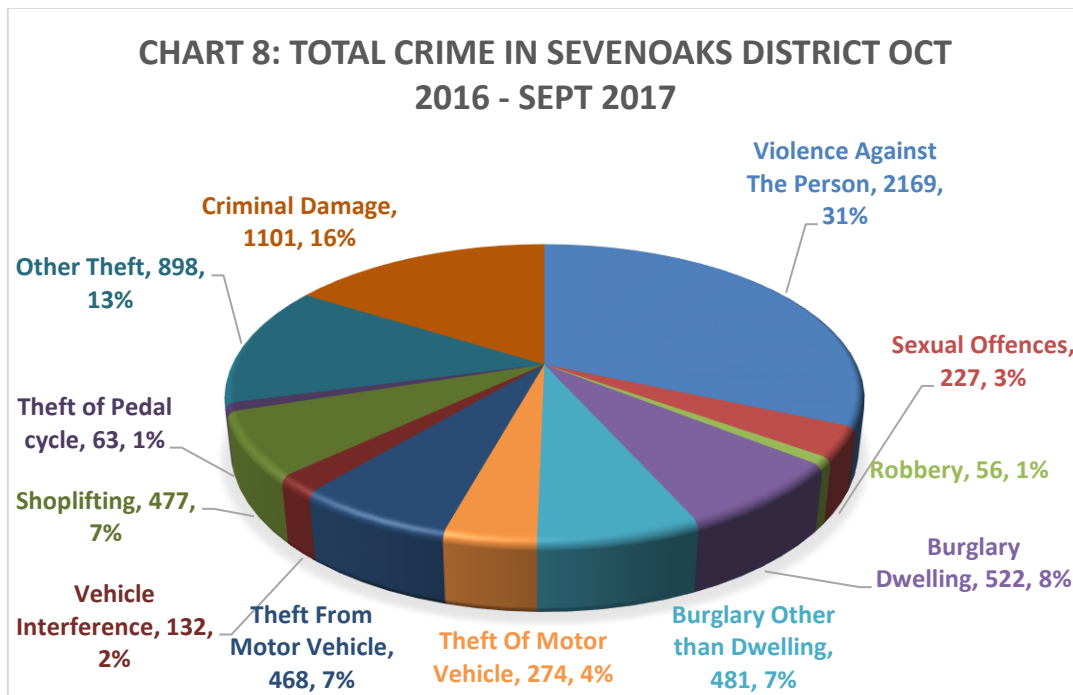


CSP	Crimes / 1000 Pop
Gloucestershire - Stroud	38.592
Gloucestershire - Tewkesbury	40.377
Wiltshire - Wiltshire	46.162
Hampshire - East Hampshire	50.087
Thames Valley - Aylesbury Vale	52.037
Hertfordshire - East Hertfordshire	52.375
Thames Valley - West Berkshire	53.004
Staffordshire - Lichfield	53.822
Cambridgeshire - Huntingdonshire	55.338
Hampshire - Test Valley	61.076
Hampshire - New Forest	61.740
Surrey - Tandridge	61.801
Kent - Tonbridge and Malling	62.384
Kent - Sevenoaks	63.101
Thames Valley - Cherwell	69.182
MSG Average	54.739

2.5 Chart 7 shows Victim Based Crime by type as well as Anti-Social Behaviour and Drug Offences. It can be seen that Violence Against the Person and Criminal Damage are the highest crime types, both with increases. Anti-Social Behaviour, which although is recorded, but not as a crime, has decreased alongside drug offences. Please note that Anti-social behaviour is not within the Home Office Counting Rules and is not a crime. This is made up solely from incidents reported to the force control room and as such should be shown separately to any crime figures.



2.6 Kent Police figures (1 Oct 2016 - 31 Sept 2017) have been used to generate the following pie charts which show a breakdown of crime in the Sevenoaks District including and excluding the figures for Anti-Social Behaviour (ASB). Please note that from April 2017, Burglary categories were changed from Burglary Dwelling to Burglary Residential and Burglary Other than Dwelling to Burglary Business & Community so we are unable to give an exact comparison.



2.7 Specific crime types have been examined alongside the rates for last year, crime levels throughout the County and MSG (wherever possible) to provide a greater understanding of crime and ASB in the Sevenoaks District. These are set out below.

Table 4 - Sevenoaks District Crime Figures October 2016 - September 2017 (Kent Police)

Category	Oct 2015 - Sept 2016	Oct 2016 - Sept 2017	Difference	Percentage	Per 1K population	County Position at 31 Sept 2017	MSG Position
All Victim-Based Crime	5741	6874	1133	19.7	57.72	2	14
Anti-Social Behaviour	2025	1739	-286	-14.1	14.60	2	
Burglary Dwelling	363	522	159	43.8	4.38	10	12
Burglary Other	581	481	-100	-17.2	4.04	8	
Criminal Damage	1051	1101	50	4.8	9.24	2	12
Domestic Abuse - No. of incidents	1365	1621	256	18.8	13.61		
Violence Against the Person	1499	2169	670	44.7	18.21	2	12
Drug Offences - Police Data	133	100	-33	-24.8	0.84		
Robbery	35	56	21	60.0	0.47	2	15
Sexual Offences	144	227	83	57.6	1.91	3	11
Shoplifting	416	477	61	14.7	4.01	2	
Theft From a Motor Vehicle	503	468	-35	-7.0	3.93	6	9
Theft of a Motor Vehicle	247	274	27	10.9	2.30	10	15
Theft of a Pedal Cycle	48	63	15	31.3	0.53	3	4

Agenda Item 9

2.8 General overview of the crime statistics is that Violence against the Person is the highest recorded crime in the District at 25%, with 2169 recorded crimes (670 more crimes, up 44.6%) this period. Despite the rise, the District has the second lowest rate in Kent, but 12th highest in the MSG, and the majority of these offences are incidents of domestic abuse.

Domestic abuse incidents in the Sevenoaks District have increased by 256 crimes (18.8%). The District has the lowest number of Domestic Abuse incidents (1621)¹², From 1 October 2016 - 31 September 2017 there were 377 repeat victims (10 crimes, 2.72%). **Please note:** Domestic Abuse incidents are not always reported as violence against the person, if there has been no violence recorded. For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 20% of the total recorded figures when included in crime statistics. Figures show 1739 recorded incidents of ASB occurring within the District reported to Kent Police; The District had the 2nd lowest number of ASB reports in Kent and saw a decrease of 14% (86 reports).

This period has seen a total of 1003 burglary offences - an increase of 6.25% (59 offences) compared with figures for same period last year. Burglary is divided into Burglary Dwelling and Burglary Other than Dwelling (BOTD).

Please note: In April 2017 the categories were changed to Burglary Residential and Burglary Business and Community so there will be a slight discrepancy.

These offences account for a relatively small percentage of total crime in the District (both at 6%). The Sevenoaks District ranks have gone up in the County comparisons compared to previous years for Burglary Dwelling 6th to 8th and BOTD being 7th to 10th highest in the County. The District is ranked 12th for Burglary Dwelling in its MSG.

Robbery has increased by 60% (21 offences) this period, with 56 crimes being recorded. The District ranks highest in its MSG, with rates of robbery slightly above average. However, at a County level, the rate is significantly below average and the 2nd lowest in Kent.

The number of sexual offences in Sevenoaks District is the 3rd lowest in Kent but 11th highest in its MSG. There was a slight increase from 144 to 227 recorded sexual offences compared to the same period last year.

¹² Apparent inconsistency in annual figures arises from the classification of 'incident'. Domestic abuse 'incidents' are not necessarily violent and can refer to verbal disputes which have been reported to Kent Police; as such, not all incidents make it into statistics for violence against the person .

Levels of shoplifting have seen an increase of 14.7% (61 offences) over this period and the total number of shoplifting crimes for the District stands at 477. Comparisons show the Sevenoaks District has the second lowest rate in the County.

Vehicle crime has decreased by 1% (8 offences), with the District recording 742 reported crimes.

Kent Police categorise vehicle crime as Theft from a Motor Vehicle (TFMV) and Theft of a Motor Vehicle (TOMV). The figure for TFMV stands at 468 this period. This is a reduction of 7% (35 offences) compared with the same period last year and the District is the 6th highest in Kent and 9th highest in the MSG. There was an increase of 10.9% (27 offences) TOMV offences, a total of 274 this period. The District still ranks very poorly and comes 10th highest in the County and highest in MSG.

2.9 Community Safety Unit

The Community Safety Unit (CSU) Daily tasking's meetings dealt with 685 ASB/Community Safety calls from October 2016 - September 2017. All actions were followed up and residents were kept updated in all actions unless they had reported anonymously. The CSU daily tasking is attended by SDC, Police, Community Wardens, West Kent Housing and SDC Environmental Health on a daily basis and partners from KFRS and Moat Housing on a regular basis.

The top wards reporting were in Swanley, Edenbridge and Sevenoaks. The top categories were intimidation and harassment. This is followed by reports of noise and then Nuisance Behaviour. Calls by type are always higher than reports received, as residents can report more than one type at a time.

To address vulnerable and repeat victims & locations, the CSU sets up Task and Finish Groups if a call is logged 2-3 times and needed a more in depth partnership approach. This would mean a meeting would be set up, followed by an action plan either on a location or a person. In the same time period as above, there were 10 Task and Finish Groups.

Other partners within the CSU such as CCTV, Licensing, Direct Services, West Kent Housing and Environmental Health have provided the following data.

SDC ASB Officer

The ASB Officer attends the daily tasking meeting within the CSU. Reports of anti-social behaviour to the District Council have reduced from **212 cases** Oct 15 -Sept 16 to **181 cases** Oct 16 -Sept 17, a reduction of 31 cases which equates to 14.62%

All calls were responded to and dealt with by the ASB Officer separately or with partner agencies when needed.

The highest type of anti-social behaviour reported is jointly "noise" and "nuisance behaviour", each with 24 reports, thus the total for each type equates to 13.25% of calls to the Council. This is followed by reports of "drugs misuse" and "dealing" and then other miscellaneous calls, which include feeding pigeons, human faeces in a tunnel and concern regarding private CCTV cameras, recording beyond the boundaries of properties.

The ASB Officer chaired the multi-agency monthly ASB Task Group which looks at individuals who have continued to cause ASB.

Individuals are supported through education, projects and support from Early Help. However, if there is a continuation of ASB, enforcement is taken forward and ASB warning letters are sent to individuals informing them that they have come to the notice of the Council and partners and will be discussed at the next meeting.

The ASB officer will then monitor their behaviour and, if it continues to deteriorate, consideration is given to issuing Acceptable Behaviour Agreements and Community Protection Notices. The ASB Task Group over the period September 2016 - October 2017 had over 24 people referred to the group and 19 removed within the 6 month target. On average each month, there are 10-15 people on the agenda.

In September 2017, the ASB Task Group changed to become the Community MARAC (Multi-Agency Risk Assessment Conference). This looks at all repeat offenders and victims to give a wider remit. The first meeting was held on Wednesday 20 September.

The Criteria is:

- ASB incl Disputes & Environmental Crime
- Hate related incidents
- Mental Health concerns
- Persistent offenders of crime and Disorder
- Vulnerable victims and locations inc Child sexual exploitation, human trafficking and modern slavery and gangs
- Vulnerable adults and young persons
- Substance Misuse

Main areas are to

- To ensure that Safeguarding is always in place when dealing with vulnerable adults and young people.
- To provide agencies with a platform to speak and seek advice and support from representatives from other agencies about members of their community they are struggling to manage or feel is in need of support.
- To identify the correct lead agency to manage the issues raised and provide them with adequate support to manage the identified risk.
- To provide a clear audit trail to all considerations and actions completed to address the risk, until all options are exhausted or the risk has been managed or removed, to the best of all agencies powers and policies.
- To react to any specific incidents that may generate adverse fear of crime issues within local communities.
- To respond to any crime, anti-social behaviour or satisfaction issues identified through the group.
- Develop ways of ensuring that all partners consider the community safety implications of all their activities and do all they reasonably can to reduce crime and enhance community safety through their core functions.
- To work in accordance with the Kent and Medway Information Sharing Agreement.
- To remain actively involved in raised cases once delivered at meeting and provide regular updates.

Agenda Item 9

This Community MARAC also links to the Mental Health Working Group and there will be projects to help vulnerable and repeat victims.

The ASB Officer has visited a number of residents throughout the year, giving 1:1 support and advice, as well as delivering warning letters and assisting Police with enquiries.

SDC CCTV

From 1st October 2016 to 30th September 2017, the CCTV Control Room at Sevenoaks District Council assisted the police with 83 arrests for this period; this is an increase from the previous year of 66 arrests. The main reason for this is the improved staffing and operational professionalism and commitment of the CCTV team.

Last year the CCTV Control Room were awarded with two National CCTV Awards. One, for the 'CCTV Operators Team of the Year Award' was in recognition of outstanding work resulting from two major incidents within Sevenoaks, where CCTV played a substantial part in the emergency operation.

The second award was the 'CCTV Management and Innovation Award' and was in recognition of partnership working over the past six years. Sevenoaks District Council took over the management of CCTV operations at Tunbridge Wells and Tonbridge & Malling Borough Councils, helping all three authorities to save money and continue to provide vital CCTV coverage across West Kent against a backdrop of budget reductions. This demonstrates our CCTV service has been recognised as one of the best in the country providing an outstanding service to our community.

Anti-social behaviour continues to be our highest crime recorded within the CCTV service way above all other crimes. The CCTV teams continues to work closely with the Sevenoaks District Community Safety Partnership.

The CCTV Service is not all about the detection and prevention of crime. During this year, the CCTV service assisted police with 216 separate incidents of missing and vulnerable persons.

The Children's Act 2004, section 11, places a statutory duty on District Councils to make arrangements in discharging their functions they have regards to the need to safeguard children and promote the welfare of children. CCTV monitors many parks, open spaces, play areas and skate parks within our areas, assisting with many incidents relating to children or young people.

CCTV dealt with 126 child related incidents.

The Domestic Violence Crime and Victims Act 2004 places a requirement on Local Authorities, including District Councils, to participate in preventing Domestic Abuse. CCTV have been involved in many serious Domestic Violence cases; some have resulted in life threatening and very disturbing outcomes. CCTV has been

instrumental in bringing offenders to justice and, with our partnership working, offering the appropriate help and support to victims.

CCTV dealt with 15 domestic violence incidents during this period.

The CCTV Control Room works in partnership with Kent Police, the Community Safety Unit and with local businesses to promote the Home Office Business Crime Reduction Partnership. These partnerships manage both the day and night time economies in our towns to help combat crime and disorder. The radios are used by the businesses and carried by the police. The aim is share real time information and to assist with immediate responses. If police units have to travel to the location, CCTV can assist with accumulating real time evidence to assist the police with investigations and prosecutions.

Shoplifters in Sevenoaks and Tonbridge have been located and shoplifters identified by CCTV in Tunbridge Wells stopped and arrested. Information on named individuals are shared with CCTV for monitoring purposing and intelligence gathering by the Anti-Social Behaviour Task Group, the CSU and other relevant Councils Teams. The reduction to the CCTV service has resulted in just six operators working seven days a week on a rota. This includes all Bank Holidays, comprising of Christmas Day, Boxing Day and New Year's Day. The control room is closed for 16 hours a week from Tuesday to Friday 9am to 1pm.

SDC Licensing

The SDC Licensing Team has visited a number of premises, referred by the public and the CSU around community safety and licensing issues. They have attended four of the task and finish groups set up by the CSU.

There has been training to all taxi drivers on Child Sexual Exploitation and Human trafficking.

SDC Licensing Team have also been involved with the CSU on breaches of Temporary Events Notices and Scrap Metal Licenses.

West Kent Housing

West Kent Housing Association has received 503 complaints of anti-social behaviour for the period 1 October 2016 to 30 September 2017. This is an increase of 28% over the same period for the previous year. Increases in reported anti-social behaviour for the same period were identified in Alcohol Related, Condition of Property, Drugs / Substance Misuse and Hate Crime with significant increases seen in Litter/ Rubbish / Fly tipping, Noise and Verbal Abuse. Noise Nuisance has seen a significant rise from 86 reported cases to 114, a rise of 68%.

The reciprocal has seen no significant down turn in reported anti-social behaviour for the same period from 2015/2016. However small decreases have happened in reported Criminal Behaviour, Domestic Abuse, Physical Violence, Prostitution and Safe Guarding for the Period 1 October 2016 - 30 September 2017.

Agenda Item 9

Various factors can influence recorded data, however one significant process is better reporting channels, together with confidence by the client that their report will be listened to and, where appropriate, acted upon.

There can be opportunities for offenders to commit offences and escape detection through longer periods of darkness in the winter months.

The Use of 'e learning' to facilitate an awareness to colleagues regarding terrorist threat and associated reporting process has been put in place for all Housing and Support Officers.

The WKHA Community Safety Team has an excellent working relationship with colleagues and external stakeholders where organisational barriers are broken down. The team has a long experience in dealing with community safety matters including anti-social behaviour. The organisation is well thought of by stakeholders. The team has a distinctive competence with a wealth of knowledge and networking. The team represents West Kent in a number of professional groups, including Diversity, MARAC, Community MARAC, Strategic Crime and has gained a further member of staff. The team is a leader in tackling environmental anti-social behaviour, arranging various community involved initiatives to promote safer, cleaner and greener environments. WKHA's new 'IT' recording process allows for a better recording of complaints of anti-social behaviour, including the use of the Risk Assessment Matrix to identify vulnerable and repeat victims.

SDC Environmental Health

During the period 1st October 2016 to 30th September 2017, the Environmental Protection Team received 1282 complaints from members of the public in respect of areas such as noise, bonfires, accumulations of waste, vicious dogs, animal welfare, pests (rats and mice), invasive plants, dust and high hedges from residents of Sevenoaks. This is an increase from the previous year of 33.

Noise continues to be the single greatest area of concern and accounts for 46% of all service requests (586), an increase of 19 from 2015/16. Neighbour to neighbour complaints continue to account for the vast majority of these (289), however this is down from 308 in 2015/2016. The Environmental Protection Team has a statutory duty to investigate such complaints and take legal action where necessary to resolve the problem. Between 1st October 2016 and 30th September 2017, our investigations resulted in nine abatement notices being served in respect of noise. We have seen increases in the numbers of complaints in respect of noise from dog barking (7), Fireworks (13), Low frequency noise (2) and construction equipment (4). There has however been a marked reduction in the numbers of complaints about noise from Brands Hatch, although the team continues to work with the operator to achieve incremental improvements in noise levels from the circuit.

In 2016/2017, the team received 41 more complaints regarding bonfires than in the previous year. This increase is partially as a result of a long term investigation

into ongoing fires at Oakview Stud Farm which itself accounted for 23 complaints. It is considered that this trend may be exasperated by the increased costs of waste disposal at landfill, reduction of resources within partner agencies with overlapping enforcement and limits on type and volume of waste accepted by civic amenity sites from domestic customers.

We have experienced a significant increase in the numbers of complaints regarding vicious dogs (146, an increase of 32 since 2015/2016). This has placed a significant burden upon the Animal Control Officer as such complaints are emotive and difficult to investigate.

The Environmental Protection Team have continued to utilise powers conveyed by s43 of the Antisocial Crime and Policing Act 2014 and now regularly use Community Protection Notice Warning Letters (CPW) and Community Protection Notices (CPN) to resolve complaints. In 2016/2017, the team served 22 CPWs the majority of which were related to accumulations of waste and rubbish. Of these 16 resulted in a CPN being served.

The majority of CPNs issued by the team have been complied with; however, on one occasion Officers have had cause to issue a fixed penalty notice for non-compliance with a CPN. We also successfully prosecuted an individual for three offences relating to breach of the Community Protection Notice (resulting in a £3000 fine and the court issuing a Criminal Behaviour Order on the perpetrator of the offences).

Table 5 - Noise Statistics 2016/17

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	16/17 Total	15/16 Total	Difference
NOIALM	Alarm	1	2	0	0	4	3	5	2	1	6	5	4	33	33	0
NOIANI	Other Animals	0	0	0	1	1	0	1	2	1	2	2	0	10	10	0
NOIDIY	DIY	3	2	1	2	2	0	1	2	1	1	2	1	18	28	-10
NOIDOG	Barking Dog	10	9	7	6	4	11	10	4	17	7	11	5	101	94	7
NOIFIR	Fireworks	1	0	1	3	4	0	1	0	1	1	3	0	15	2	13
NOILOW	Low Frequency	0	2	0	0	0	0	0	0	0	1	0	0	3	1	2
NOIMAC	Machinery	9	2	3	6	1	7	8	1	1	8	9	2	57	58	-1
NOIMUS	Loud Music	7	9	3	4	5	4	12	22	21	22	33	21	163	180	-17
NOIOTH	Other (-Brands Hatch)	7	7	3	2	10	9	10	10	8	10	10	9	95	90	5
NOIPAR	Domestic Party	2	0	0	0	1	0	0	1	7	6	2	1	20	19	1
NOIPEO	People	4	2	1	1	2	1	2	3	3	3	6	4	32	18	14
NOIPLA	Plant (Construction equip)	0	0	2	1	0	1	1	1	8	0	0	1	15	11	4
NOISHO	Shooting	0	0	0	0	1	0	0	0	0	1	0	0	2	0	2
NOISTR	In the street	0	1	0	0	1	1	0	1	1	0	1	1	7	6	1
NOITV	TV/Radio	0	0	1	0	0	0	0	1	0	0	0	0	2	7	-5
NOIUNS	Other/unspecified	0	1	0	0	0	0	2	0	3	2	1	0	9	5	4
NOIRAI	Rail	2	0	0	0	0	0	1	0	0	0	0	0	3	4	-1
NOIPAS	Public Address Systems	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1
NOIVR	Vehicle Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-1
	16/17 Total	46	37	22	26	36	37	54	50	73	70	86	49	586		
	15/16 Total	42	39	32	29	37	37	36	53	36	88	73	65		567	19

Table 6 - Complaints 2016/17

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	16/17 Totals	15/16 Totals	Difference
ANWEL	Animal Welfare	0	0	1	1	1	1	4	1	4	4	0	0	17	19	-2
DGVIC	Vicious Dog	19	9	12	9	11	9	14	14	15	9	16	9	146	114	32
BONDOM	Domestic Bonfire	4	3	3	5	3	6	8	11	11	18	13	10	95	78	17
BONOTH	Other Bonfires	9	5	6	1	15	7	5	8	3	7	2	4	72	48	24
DUST	Dust	2	0	0	0	0	1	2	2	2	2	1	0	12	4	8
EPACPD	Accumulations Domestic	5	3	2	4	2	3	9	9	7	2	8	5	59	68	-9
EPACPC	Accumulations Commercial	0	1	1	0	3	3	1	3	1	0	2	2	17	24	-7
EPAMIC	Mice	0	2	0	0	0	0	0	0	0	0	1	0	3	4	-1
EPARAT	Rats	6	2	3	2	3	9	3	7	5	4	1	5	50	39	11
EPHEDG	High Hedge	2	2	1	0	1	0	0	3	4	2	1	1	17	20	-3
EPLGHT	Light	5	2	1	1	0	2	0	3	0	1	1	2	18	17	1
EPLTTR	Litter	1	0	0	0	0	0	0	0	0	0	0	1	2	8	-6
EPWEED	Weeds	1	1	1	0	0	0	6	5	3	5	2	1	25	21	4
DGFOUL	Dog Fouling	17	9	5	9	12	10	9	6	1	3	3	10	94	113	-19
DGSTRY	Stray Dog	5	7	5	6	6	1	1	3	2	1	1	5	43	68	-25
ODR	All Odour	4	3	0	4	0	0	3	4	3	3	1	1	26	37	-11
	16/17 Total	80	49	41	42	57	52	65	79	61	61	53	56	696		
															682	

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
CSU Referrals 2014/15	20	13	2	5	4	5	6	4	9	20	18	4	110
CSU Referrals 2015/16	6	1	1	3	1	5	5	5	1	5	4	2	39
CSU Referrals 2016/17	2	0	0	1	0	0	0	2	1	1	4	5	16

Agenda Item 9

SDC Direct Services

Flytipping - Since the District Council's Enforcement Officer role was established in July 2016, there has been a successful prosecution with a further three cases awaiting Court hearing. Five FPN's have been issued and six formal cautions. Trail cameras have been deployed in identified hotspots together with fly tipping signage. SDC have also ordered a more sophisticated camera which will provide night vision.

Flytipping has seen a slight rise this year and remains one of the most prominent issues. The Sevenoaks District Direct Services at SDC saw, for the period October 2016 - September 2017, 1508 reports of fly tipping (13.7% increase, 182 more reports). It is worth noting that an increase in reports does not necessarily indicate an increase in incidents, with often more than one report per incident.

At present the best evidence comes from members of the public who have witnessed a vehicle tipping and are willing to give a statement. SDC have been involved in Operation Assist with Kent Police and going out on active patrols with the Police which has proved to be an effective tool in stopping potential fly tippers. There are a number of current active investigations which require continuous enquiries.

KCC have established an intelligence unit and, as such, seeks to provide a conduit for the exchange of intelligence.

Abandoned vehicles have increased over the last year, with 322 reports (24 more than same period last year, totalling 8%) Of these, 39 vehicles were genuinely abandoned and removed, compared with 51 vehicles for the same period the previous year. The low proportion of vehicles removed is primarily due to the majority of those reported still either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

The average time taken to remove abandoned vehicles up to 30th September 2017 was 3.82 days. The target time for removal is five days. This is only partly under SDC control as, although we establish if a reported vehicle is indeed abandoned and instigate removal, the physical clearance is arranged through a KCC county-wide contract.

Graffiti

Graffiti reports to the Council have decreased by 33% (19 reports) this year, with 37 recorded incidents (incl offensive).

There were 21 offensive graffiti reports between October 2016 and September 2017 all of which were removed within the 48 hour deadline set by Sevenoaks District Council. (This was eight less than same period last year).

Safer Towns Partnership

There has been a number a number of High Street business closures during this reporting period which has also included previous members not seeking to renew their annual membership, due to either economic issues or shop owner retirements. Although some of these closures are not members of the partnership scheme, this has made existing members to reconsider their current positions regards their continued membership.

The number of reported shop lifting offences has shown an increase over this reporting period, with Sevenoaks town +25 reports, Edenbridge +8 and Swanley - 21. The majority of these shoplifting incidents are repeat victims and are also all currently members of the scheme.

The reduction in police resources has impacted upon how police now respond to calls and reports concerning shoplifting. The offender has to be already detained and compliant before a patrol will attend and then only if the offender is NOT known. Given that the majority of our members do not employ regular security staff, the opportunity to detain an offender is exceptional and highly unlikely. Police justification for this approach is that records show less than 50% of all shoplifting incidents resulted in a positive outcome.

In-store CCTV, if operating or installed, does help to provide useful evidence to identify the offender(s) and is further supported by the Council's own town CCTV coverage and control room operatives who work well with business members using the ShopSafe radio system to locate and deter offenders. This has led to the conviction of offenders and also allows the scheme to issue exclusion orders on behalf of business members by banning the offender from all stores in the scheme. There have been three exclusions issued so far this reporting period.

The Schemes Night-Time Economy PubWatch has a successful working relationship with Sevenoaks District Council Licensing Department and with them meet with police during the year to discuss related topics. There are currently over 20 exclusion orders in force helping to ensure public safety in our public houses and local streets.

KCC Community Wardens

A valued element of the Community Warden role is our uniformed presence which helps build community confidence and reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion. We have continued to work with Adult Social Care to support vulnerable individuals in the community and support vulnerable scam victims.

We attend the CSU on a daily basis and work with partners to support communities on safeguarding issues. We are currently working on developing and implementing the Volunteer Support Warden (VSW) scheme which will hopefully expand into the District.

Agenda Item 9

Whilst the role of the Community Warden is ever evolving, our over-riding objective remains *'to create safer and stronger communities'*. We work closely with / on behalf of other operational units within KCC to address a wide range of issues.

Moving forward, a growing proportion of our time will be devoted to addressing safeguarding issues and identify and support those with welfare and well-being needs, supporting repeat victims of crime and other vulnerable groups (e.g. scams).

Cyber Crime

Cyber Crime is a rising crime, but there is no breakdown of data for the County, so we cannot compare with other areas. Table 7 below comes from Office of National Statistics.

Table 7 - Fraud offences referred to National Fraud Intelligence Bureau by Action Fraud by police force area, English regions and Wales, year ending June 2016 compared with year ending June 2017 (Experimental Statistics)^{1,2,3,4}

England and Wales		Jul '16 to Jun '17		Number of offences - percentage change from previous year
Area Code	Area Name	Number of offences	Rate per 1,000 population	
K04000001	ENGLAND AND WALES	269,116	5	21
E92000001	ENGLAND	225,634	4	21
E12000008	South East	40,364	4	22
E23000030	Hampshire	7,646	4	21
E23000032	Kent	8,249	5	16
E23000031	Surrey	6,240	5	21
E23000033	Sussex	7,394	4	18
E23000029	Thames Valley	10,835	5	30

There is an increase and this has been reported nationally. We know from reports at the daily briefings, the number of online scams and crimes has increased. The CSU and Partnership will be working on projects throughout the year to address Cyber Crime and hopefully obtain more local data.

Internet Safety

E-safety campaigns are delivered by SDC and CSP to deliver key messages to local schools and parents about keeping safe on the internet.

February 7 2017, was National Internet Safety Day. The District Council and Community Safety Partnership are always looking an innovative way of getting schools to engage.

After Cllr Hogarth saw 'Real Life', a play by Sevenoaks Youth Theatre about cyber bullying and sexting for teenagers, we asked that it be adapted for Years 5 and 6. All schools were invited to attend on 7 February at the Stag Theatre to watch the play free of charge. There were two sessions. Each session was at capacity with over 800 pupils attending (16 schools). Meridian TV also covered the event.

Road Safety

Current data is not in sync with the time period and is a year behind. Speed Watch is still going well within the District. Although there has been some frustration of offenders not being visited by Police, Speed Watch is a volunteer non enforceable campaign to raise awareness. However, Kent Police, who oversee Speed Watch, are looking at a new pilot in 2018. The CSU also carry on multi agency operations to address speeding and work with local communities. Due to this work and it being embedded as core business within the CSU, it is not a priority for 2018-19.

Part 3 - Community Safety Issues 2017-18

3.1 In addition to looking at crime trends, the Partnership has considered wider community safety issues. These include County priorities, Police and Partner Priorities, The Police Crime Commissioners Plan and those issues known to be important to people in the Sevenoaks District.

3.2 The Partnership has identified its priorities based on a grading system using the following criteria:

- Community Concern
- Level of Harm / Impact on the Community
- Volume
- Trend Over Time
- Performance compared to Districts/County/Most Similar Group
- Whether the Partnership can be effective in addressing the issue

Each of these criteria has been scored using a scoring system based on these values: **0** (No evidence/impact), **1** (low impact/problem), **3** (Slight impact/problem), **5** (serious impact problem).

Table 7 below shows the outcomes of the scanning process as described above. The Partnership has prioritised anything that scored 20 and above for further analysis and action during 2018/19. There are seven priorities identified.

Table 8 - Sevenoaks District Community Partnership Ranking

<i>Community Safety Issue</i>	<i>Community Concern</i>	<i>Trend Increase</i>	<i>Volume</i>	<i>Level of Harm</i>	<i>Poor Performance comparison</i>	<i>Partnership Contribution</i>	<i>Total</i>
Domestic Abuse	3	5	5	5	3	5	26
Organised Crime Groups	5	5	3	5	3	5	26
Anti-Social Behaviour incl Environmental Crime*	5	3	3	5	3	5	24
Safeguarding (incl Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)*	5	3	3	5	3	5	24
Acquisitive Crime	5	5	3	3	5	3	24
Mental Health	5	3	3	5	1	5	22
Substance Misuse	5	3	3	5	1	5	22

Page 145

Agenda Item 9

2018-2019 CSP Priorities

There are seven priorities for the CSP for 2018-19 and a more in depth report is below.

Domestic Abuse

Domestic Abuse has seen an increase in the number of incidents and in the number of repeat victims this year.

Domestic abuse is not a crime category within its own right, nor is it only a subset of Violence against the Person.

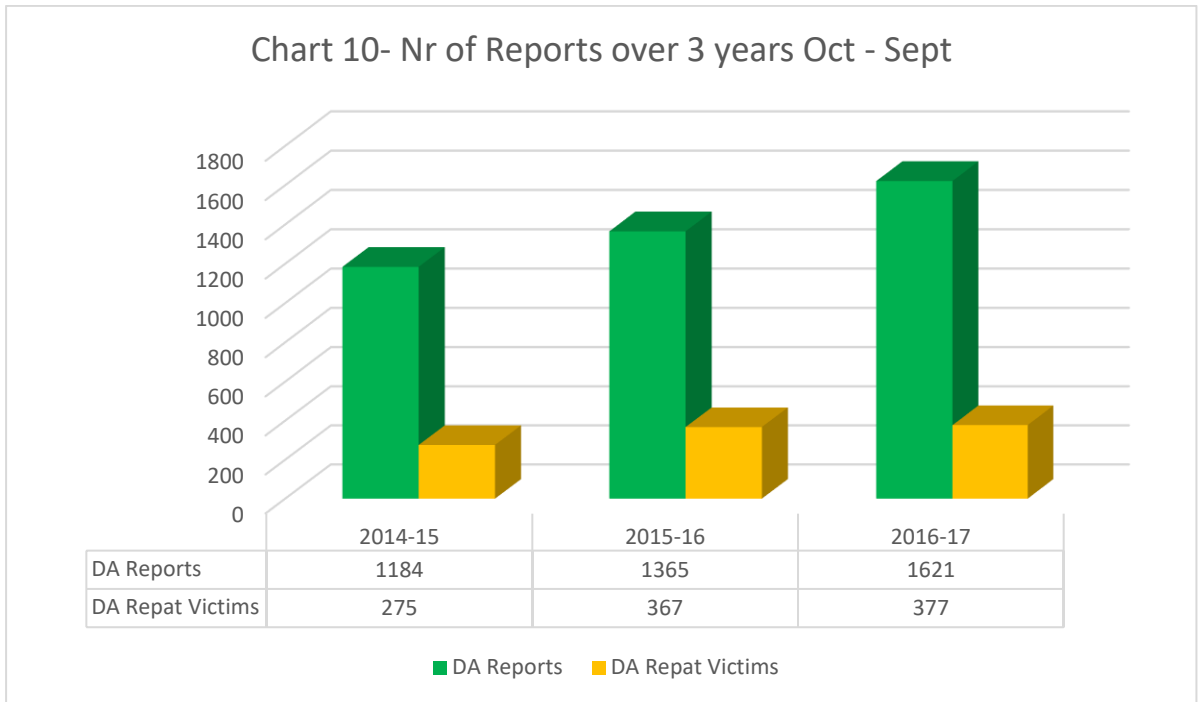
The Home Office definition is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

This can apply to any of the above crime categories, as domestic abuse is highlighted by a flag against the crime or incident.

Not all domestic incidents will amount to a crime, however, these are then recorded as secondary incidents which may be upgraded to a crime report upon further evidence.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there remains a figure of domestic abuse which remains unreported. Kent figures for October 2016 - Sept 2017 rank Sevenoaks as lowest for rates of domestic abuse in the County. Kent Police figures indicate the rates of domestic abuse for Sevenoaks District have been the lowest in Kent for the past three years.

There have been no offences under the Female Genital Mutilation Act 2003 in the Sevenoaks District and none in the West division as a whole under the time period.



Domestic Abuse Incidents and Repeat Victims (Source: Kent Police)

This trend shows that incidents and the number of repeat victims are up each year.

The Multi Agency Risk Assessment Centre (MARAC) assesses high risk cases. The table shows that Sevenoaks District has the second joint lowest number of MARAC cases across Kent.

Priority Ranking

Domestic Abuse scored a total of 26 in last year’s Strategic Assessment and scores 26 this year. In line with the long-term aims of the Community Plan¹³, Domestic Abuse remains a priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern			3		
Trend Increasing				5	
Volume				5	
Level of harm				5	
Poor Performance compared to MSG/County		3			
Partnership can add value				5	Grand Total
TOTAL					26



Recommendations:

- Update the West Kent Directory
- Attend Kent DA Forums
- Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims
- Focus on young people and healthy relationships. Dedicated resources across the District using National campaigns and local services
- Continue to support local funded programmes such as CDAP, ISVA, Freedom, DAVSS & Youth project. Work to increase numbers attending these programmes
- Hold annual conference and campaign at certain times eg Christmas, sporting events and National DA week
- Continue training of MARAC and making referrals Continue referrals and attending MARAC
- Training on DASH and Young Persons DASH
- Training on Stalking and Harassment
- Address Sexting and work with young people on being body confident
- Address FGM, Honour Based Violence and Forced Marriage

¹³ Safe Communities, action 4: support vulnerable and repeat victims of crime and Anti-Social Behaviour.

Agenda Item 9

Organised Crime Groups

Organised Crime comes in many forms. Those involved in organised crime don't just commit serious crime, but local crime within the community, whose activities often feed into much more serious crime and serious violence.

Whilst we very rarely see serious violence and crime in this District, criminal activity locally could have these links to organised crime. Local drug dealers sell drugs trafficked into this country by violent criminal gangs who exploit the most vulnerable people in our society so as not to get caught themselves. A local car thief is likely to be selling what is stolen to fund their own drug habit. Someone breaking into a garden shed will be selling the items to other criminals higher up the chain, which then feeds into other much more serious crime.

Criminals behind organised crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime has seen a more targeted approach by Partnerships. There are two OCGs within the Sevenoaks District - Barnfield Park in New Ash Green and Oak View Stud Farm in Horton Kirby. A new monthly meeting started in October 2017 to address OCGs and serious crime. The most common crime types associated with these groups is commonly organised theft.

Organised Crime Groups scored **26** this year, same as last year. As such, it continues to be a priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing				5	
Volume		3			
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
TOTAL				26	

Recommendations

- Continue proactive target action on hot spot areas using Police and Morile data
- Partnership monthly meetings have been set up so continue to meet
- Data to be shared to agencies on targeted areas
- Communities to be engaged through education on reporting crime
- Daily Tasking to have crime data to be able to help on links
- CSU continue to be involved in bi-weekly target nominal meetings and vulnerable people and locations meeting
- Education package for Members, Businesses and Residents
- Task and Finish Groups for prolific offenders or hotspot locations
- Work with CCTV across West Kent for prolific offenders in town centres
- Link with Police Operations
- Forms for partners to be able to nominate OCGs
- Dedicated e-mail for OCGs
- Co-ordinated visits to OCGs with partner agencies to gain evidence
- Communications protocol to be set up
- Link in with Community MARACs

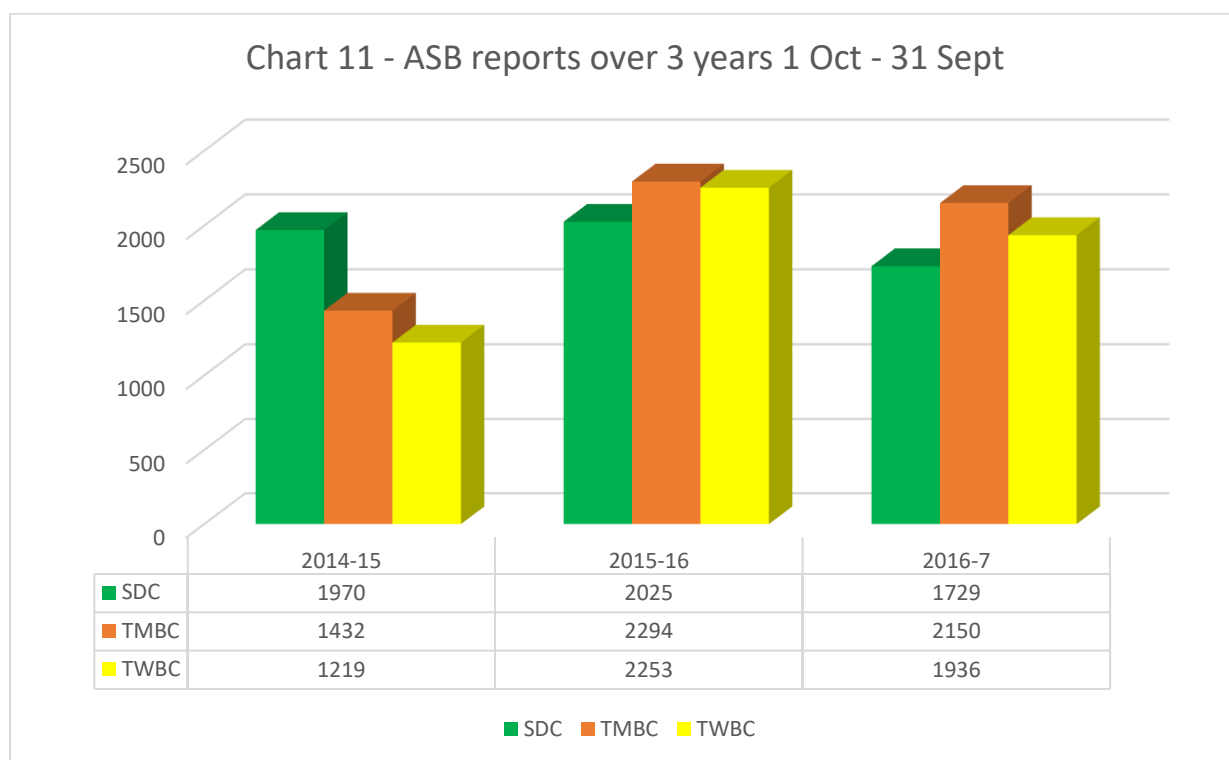
Agenda Item 9

Anti-Social Behaviour incl Environmental Crime

Evidence shows that ASB remains one of the priority issues within Sevenoaks District among residents and continues to rank highly in reported figures when compared with other issues and recorded crime within the District.

It is important to note that reported calls of ASB to the Police may or may not have also been reported to other partners, so trying to establish a standardised total is difficult.

Despite the high priority of ASB, the District currently has the 2nd lowest levels in the County.



Levels of Anti-Social Behaviour between West Kent (Source: Kent Police)

The County average has been decreasing since 2010, however the number of ASB incidents in Sevenoaks District has seen slight fluctuations during this time. The Sevenoaks District continues to maintain levels of ASB significantly below the County average.

Priority Ranking

Anti-Social Behaviour scored a total of 24 in last year's strategic assessment and scores 24 this year. In line with the long-term Strategic aims of the Community Plan¹⁴ and this year's data, Anti-Social Behaviour remains a key priority for the forthcoming year.

¹⁴ Safe Communities, action 2: tackle Anti-Social Behaviour and environmental crime.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			3		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
TOTAL					24

Recommendations

- Deploy mobile cameras to deter ASB and Criminal Damage through the CSU
- Respond to ASB issues through the daily Tasking & report back in 100% of cases
- Work with specific families through the Early Help Interventions
- Use the Community MARAC to educate, support and use enforcement of perpetrators of ASB
- Work with communities to reduce ASB (including environmental issues) through PACTs and EVAs
- Task & Finish Groups for repeat offenders, victims and hotspot locations
- Continue to increase number of prosecutions for fly tipping through camera deployment and SDC's Enforcement Officer
- PCSOs and wardens to continue to report abandoned vehicles, graffiti and dumped rubbish.
- Promote legal ways to dispose of rubbish and promote the Moat and WKHA promise to deter fly tipping
- Proactively celebrate good news stories through InShape, Partners publications and through Social Media
- Continue where possible and with match funding projects to help families, individuals and communities
- Continue to promote Neighbourhood Watch, Country Eye and e-watch
- Continue to use CSU Twitter to update residents, businesses and partners of community safety issues including ASB & Continue working with CRC's
- Continue to use daily taskings to take action on ASB and community safety issues with partners
- Continue to use PACT to identify key community concerns relating to anti-social behaviour and prioritise hotspots
- Continue to publicise the Sevenoaks District Community Safety Unit

Agenda Item 9

- Continue to target through the CSU daily briefings repeat and vulnerable victims of anti-social behaviour
- Work with agencies to deliver the new ASB Powers where necessary
- Continue with Themis for quick information sharing on ASB cases (wardens and Police have access so far)
- Use Community Policing Team to work with us on certain areas
- Joint visits with PCSOs/Wardens/Joint Family Management Officer
- More proactive work with Mental Health teams
- Work with IPAG on vulnerable groups

Safeguarding

Safeguarding includes Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Gangs.

New legislation places a statutory duty on local councils as well as some of the other partner agencies to protect the vulnerable under these crimes. It is also a major contributor to the Kent Police Strategy. The above are a community concern.

Counter Terrorism - Prevent Strategy

The number of calls/ incidents recorded post London Bridge terrorist attack has risen. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2016 - 31 September 2017. All were found to have no identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

Human Trafficking and Modern Slavery

There were four offences reported to Police for Sevenoaks between 1 October 2016 - 31 September 2017.

Month	October	November	January	April
Count	1	1	1	1

All were filed investigation complete except from one where the outcome was No Fixed Abode Suspect - Evidential difficulties.

One of the offences was an historic offence dating from between 01/01/2013 - 31/12/2015 (well before the dates requested). This offence began before the Modern Slavery Act 2015 was introduced but continued for several months after.

There were no arrests in the District of Sevenoaks within the time period 1 Oct 2016 - 31 Sept 2017. There has been one in November 2017 for facilitation.

Child Sexual Exploitation (CSE)

According to Kent Police there have been eight reports of CSE in the Sevenoaks District, of which two arrests were made. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

Within Kent, the predominant 'Model' type experienced is the 'Inappropriate Relationship'. However, other types of 'Model' experienced also include, 'Gangs', 'Peer to Peer' and 'Trafficking', but to a much lesser extent. There have been occasions in Kent where females who have initially been highlighted as potential victims have later come to notice as facilitators and potential perpetrators of CSE.

Agenda Item 9

41.3% of all children identified as potential victims of CSE are in care. 13.7% of the 41.3% are children who have been placed from out of County.

Crimes that have occurred in a public place (based on MO Scene, where completed) have been extracted and a total of 17 offences are included. 'Hotel/B&B' accounts for the highest numbers with six, followed by 'Car Park', 'Shop' and 'Open Spaces' with three, 'Car' and 'Alleyway' with two and 'Woodland' one. The main locations listed are residential dwellings; these could account for the Cyber related crimes or the 'house party' scenario or if the exact location is not known and the crime venue is listed where the victim lives.

Table 10 shows the number of CSE case across Kent Jan 2017 - Dec 2018 (source Kent Police)

DIVISION	EAST						NORTH					WEST				OUTSIDE KENT	NOT STATED	GRAND TOTAL	
DISTRICT	ASHFORD	CANTERBURY	DOVER	SHEPWAY	THANET	EAST TOTAL	DARTFORD	GRAVESHAM	MEDWAY	SWALE	NORTH TOTAL	MAIDSTONE	SEVENOAKS	TONBRIDGE & MALLING	TUNBRIDGE WELLS				WEST TOTAL
FEMALE	25	25	42	38	93	223	14	23	92	29	158	29	10	16	17	72	23	7	483
MALE	7	1	5	3	15	31	1	1	9	3	14	3		4	1	8	3	1	57
TOTAL	32	26	47	41	108	254	15	24	101	32	172	32	10	20	18	80	26	8	540

Table 11 shows CSE ages across Kent Jan 2017 - Dec 2017 (source Kent Police)

DIVISION	EAST						NORTH					WEST				OUTSIDE KENT	NOT STATED	GRAND TOTAL		
DISTRICT	ASHFORD	CANTERBURY	DOVER	SHEPWAY	THANET	EAST TOTAL	DARTFORD	GRAVESHAM	MEDWAY	SWALE	NORTH TOTAL	MAIDSTONE	SEVENOAKS	TONBRIDGE & MALLING	TUNBRIDGE WELLS				WEST TOTAL	
Age Range																				
0-8																			1	1
10-12	2	2	4	6	10	24	1		9	1	11	1		4	2	7	1		43	
13-15	23	19	30	19	66	157	9	11	39	15	74	20	6	12	7	45	13	3	292	
16-17	6	5	13	13	26	63	5	11	49	14	79	11	4	2	8	25	12	2	181	
18+	1			3	6	10		2	4	2	8			2	1	3			21	
N/K																		2	2	
TOTAL	32	26	47	41	108	254	15	24	101	32	172	32	10	20	18	80	26	8	540	

Gangs

Gangs work and identification has risen throughout this year. A gangs meeting was held in May 2017 and partners identified what actions needed to be taken forward. These meetings are now held on a quarterly basis and includes joint operations on the train stations with British Transport Police. We know that gangs from South London are coming down on the train lines to Sevenoaks Station and then diverting to other areas of the County.

There have also been gang members identified in Swanley and Bat and Ball areas linking in with young people in the area who have been displaying ASB and could be vulnerable. The Partnership via the CSU are addressing the issue. There is also more gang training in February 2018.

Young People and Vulnerable Adults

From 14 September 2017, Kent Police changed their policing structure and with that incorporated dedicated PCSOs within the CSU to address Domestic Abuse, Vulnerable Young People and Vulnerable adults. Both adults and young people who are vulnerable are discussed in depth every two weeks within the CSU and also any potentially raised through the Police’s concern list at the daily meeting.

Data has been provided by KCC on young offenders.

Table 12 shows number of Young Offenders over a 3 year period in Sevenoaks District

Age and Gender of Offenders

Age @ Outcome	2014-15		2015-16		2016-17	
	Female	Male	Female	Male	Female	Male
Age 10	0	0	0	0	0	0
Age 11	0	0	0	0	0	0
Age 12	0	1	0	1	0	1
Age 13	2	4	0	3	0	0
Age 14	1	7	0	4	1	2
Age 15	4	10	0	9	1	2
Age 16	2	13	2	12	0	10
Age 17 +	1	22	2	26	0	14
Gender Total	10	57	4	55	2	29
Grand Total	67		59		31	

There was a year-on-year decrease of young offenders in the criminal justice system. The highest ward was Swanley White Oak with five offenders followed closely by Swanley Christchurch and Hartley and Hodsall Street each with four. Swanley St Mary’s, Ash and New Ash Green had three (all these areas are close together in the northern part of the District, so could be linked). Brasted, Chevening and Sundridge, Edenbridge North & East, Farningham, Westerham and

Agenda Item 9

Crockham Hill, Horton Kirby and South Darenth all had two. There was one offender in the following wards: Hextable, Leigh and Chiddingstone Causeway, Otford and Shoreham and Sevenoaks Kippington.

Table 13 shows the number of offences (please note a person could be convicted of one or more crime)

Offences by Type

Offences by Type	2014-15	2015-16	2016-17
Arson	0	0	0
Breach of Bail	5	12	1
Breach of Conditional Discharge	2	0	0
Breach of Statutory Order	4	6	5
Criminal Damage	37	14	6
Domestic Burglary	14	1	5
Drugs	15	10	10
Fraud and Forgery	0	1	2
Motoring Offences	16	5	8
Non Domestic Burglary	4	6	1
Other	5	4	1
Public Order	11	17	2
Racially Aggravated	1	0	0
Robbery	2	2	3
Sexual Offences	9	1	1
Theft and Handling	24	18	3
Vehicle Theft	7	10	6
Violence against the person	31	43	16
TOTAL	187	150	70

There is no concrete data on vulnerable adults, but the KCC Community Wardens work with all known vulnerable adults in their areas. The new dedicated PCSO role that started in September 2017 will look at vulnerable adults in more details so more information will be provided next year.

Priority Ranking

Safeguarding scored a total of 24 in last year's strategic assessment and again in this year's assessment. It continues to be a priority for the Community Safety Partnership.

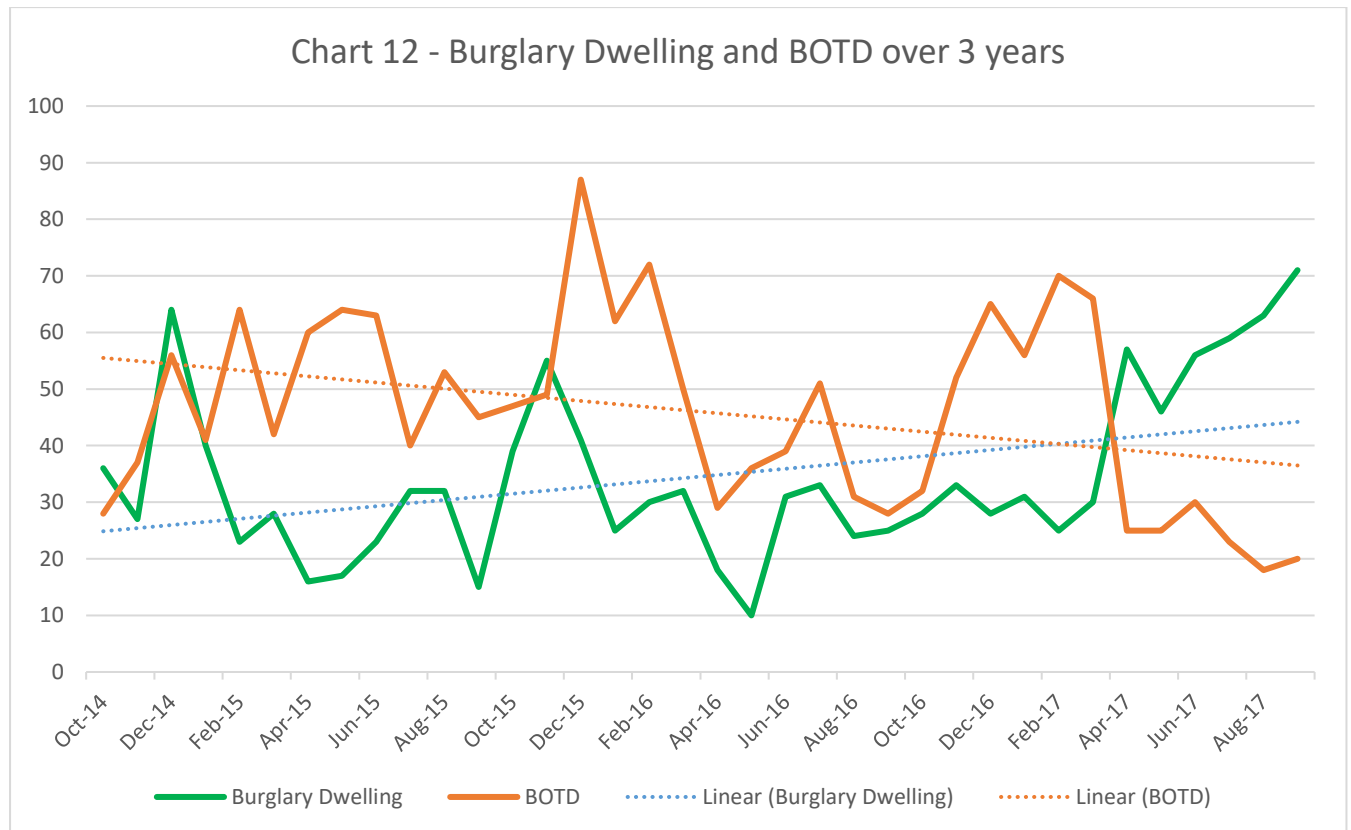
Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			3		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
TOTAL					24

Recommendations

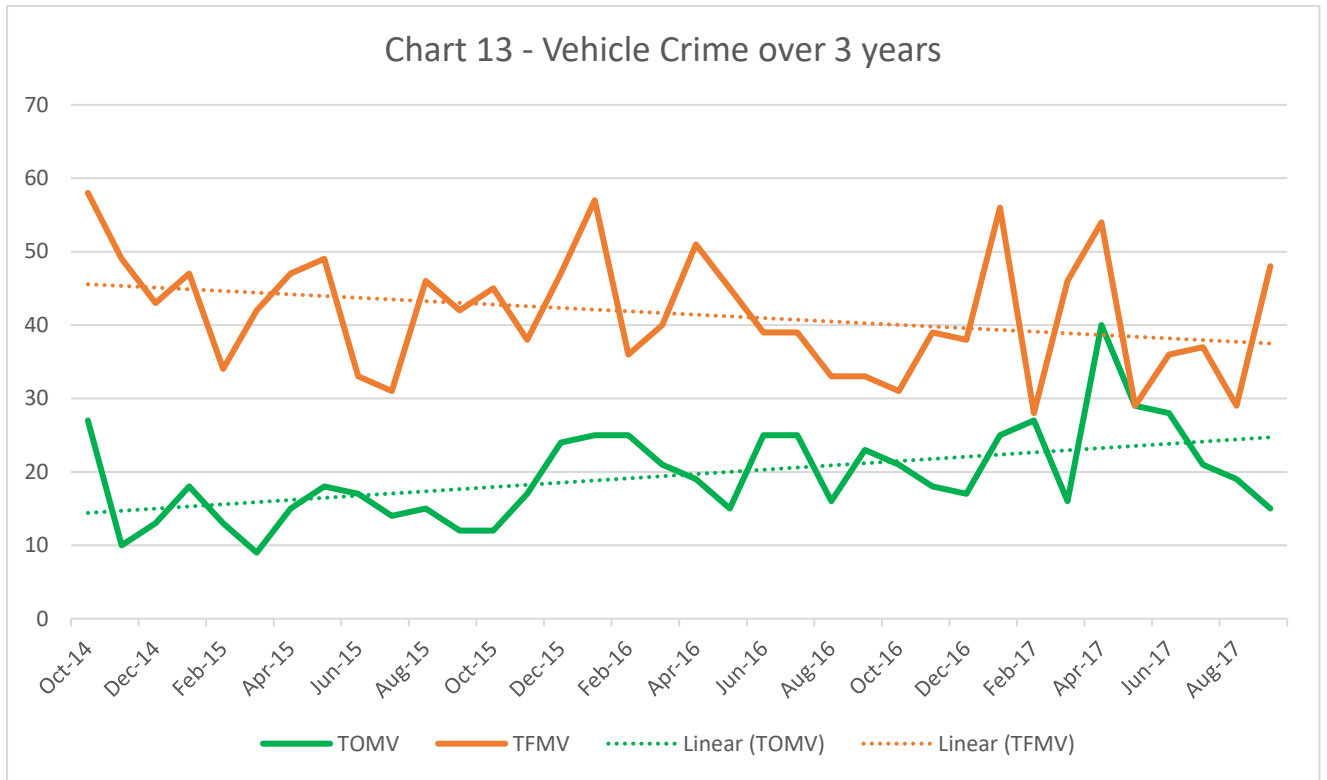
- Continue multi-agency training around prevent and security of buildings
- Work together around the local District Prevent Action Plan
- Continue to be CSE Champion for the District
- Attend Risk, Threats and Vulnerable People forum
- Attend Kent Safeguarding Group
- Work with the Police on Modern Slavery & Human Trafficking
- Work with Police on local projects
- Work with IPAG
- Work with agencies to address local issues
- Update Safeguarding Policy and share with agencies
- Attend Adult Safeguarding Boards
- Provide training on all relevant groups to address emerging concerns and trends
- Make referrals to Community MARAC on Safeguarding concerns
- Promote through Social Media
- Deliver Safeguarding training and promotion of Policy to SDC staff and partner agencies

Acquisitive Crime

Acquisitive crime consists of Burglary (Dwelling and Burglary Other Than Dwelling - BOTD) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in County and MSG comparisons. These types of crime have a high impact on the local community. Please note that in April 2017, Burglary Dwelling and BOTD was changed to Burglary Residential and Burglary Business and Community, so a full comparison from this change will not be available until April 2019.



The three year trend line shows that, while there has been a decrease over that period for both Burglary types, crime has fluctuated in certain time period and that there has been a steady increase in Burglary Dwelling.



The three year trend line shows that while there has been a decrease over that period for both Vehicle types, crime has fluctuated in certain time periods.

Priority Ranking

This was removed as a priority in the last assessment, but due to increase especially in Burglary Dwelling (or residential) and the effect on the community and heightened awareness through social media, it is back as a priority.

Rationale	None	Low	Med	High
Community Concern				5
Trend Increasing				5
Volume		3		
Level of harm		3		
Poor Performance compared to MSG/County				5
Partnership can add value			3	
Grand Total				
TOTAL				24

Recommendations

- Continue proactive target action on hot spot areas using Predictive Police data through the daily Tasking meeting process.
- Help address perception of Burglary & Vehicle Crime through communicating effective key message from all front line staff to residents and Town & Parish Councils, through newsletters and leaflets
- Arrange local community events to address community concern
- Work with Facebook groups and know your neighbour websites to address community concerns
- Task and Finish Groups for prolific offenders or hotspot locations
- Media campaign including Community Safety Newsletter and Twitter
- North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home and Vehicle Security
- Link National and local campaigns around specific crime types
- Work with CCTV across West Kent for prolific offenders in town centres
- Initiatives targeted in rural areas such as saddle marking, oil thefts from farm land, TFMV and expensive garden equipment/power tools
- Promote Country Eye
- Link with Police Operations
- Continue to work with KCC Community Wardens on smart water campaign
- Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Vehicle Crime across the District
- Work with the Community Policing Teams in hot spot locations
- Work with BTP on Vehicle Crime at stations across the District

Mental Health

Mental Health has proved a concern for the Partnership. Many issues that come throughout the priorities have a link to mental health. However Mental Health Services/Providers are not a key player in the CSU, but should be and that link needs to be made.

Data has been very limited on how many people with a form of mental health links into crime, ASB and safeguarding, but continues to be dealt with by agencies in silo and takes up a lot of time and resources. It has been deemed a priority through the CSP and LSP to take forward a joint approach and initiative.

Below are tables showing data up to 31 March 2016 only provided by NHS. Data shows that the District has a low number of people being sectioned but are in the middle with referrals for support.

Table 14 shows the number of people being sectioned under Sect 136

Sum of RowNum	Column Labels				Grand Total
Row Labels	2012/2013	2013/2014	2014/2015	2015/2016	Grand Total
Ashford	48	47	38	30	163
Canterbury	76	75	55	66	272
Dartford	37	32	34	41	144
Dover	43	43	24	36	146
Gravesham	49	51	47	47	194
Maidstone	45	37	52	67	201
No Fixed Abode		2	1	4	7
Sevenoaks	17	15	16	24	72
Shepway	63	50	45	41	199
Swale	71	63	42	53	229
Thanet	119	128	81	93	421
Tunbridge Wells	30	19	15	24	88
Unknown Postcode/Out Of Area	82	81	83	100	346
Medway	121	133	109	128	491
Tonbridge and Malling	28	21	24	30	103
Grand Total	829	797	666	784	3076

Agenda Item 9

Table 15 shows the number of Older Adults referrals

Sum of RowNum	Column Labels				Grand Total
Row Labels	2012/2013	2013/2014	2014/2015	2015/2016	Grand Total
Ashford	552	589	580	577	2298
Canterbury	988	1026	1096	963	4073
Dartford	383	353	424	418	1578
Dover	677	648	743	704	2772
Gravesham	337	345	449	443	1574
Maidstone	670	730	747	703	2850
Sevenoaks	516	542	581	617	2256
Shepway	582	564	637	704	2487
Swale	779	714	667	633	2793
Thanet	794	788	917	819	3318
Tunbridge Wells	501	664	596	622	2383
Unknown Postcode/Out Of Area	69	77	264	285	695
Tonbridge and Malling	443	481	516	552	1992
Medway	1075	968	1014	1006	4063
Grand Total	8366	8489	9231	9046	35132

Table 16 shows the number of Young Adult referrals

Sum of RowNum	Column Labels				Grand Total
Row Labels	2012/2013	2013/2014	2014/2015	2015/2016	Grand Total
Ashford	1024	1046	1007	1143	4220
Canterbury	1807	1621	1706	1769	6903
Dartford	851	860	813	854	3378
Dover	1033	1046	1094	1155	4328
Gravesham	953	1002	853	879	3687
Maidstone	1273	1361	1404	1361	5399
No Fixed Abode	3	11	3	3	20
Sevenoaks	790	852	736	797	3175
Shepway	1151	1044	1036	1035	4266
Swale	1207	1241	1351	1433	5232
Thanet	1687	1552	1385	1523	6147
Tunbridge Wells	766	774	763	805	3108
Unknown Postcode/Out Of Area	325	354	406	501	1586
Medway	2384	2383	2271	2656	9694
Tonbridge and Malling	818	870	863	854	3405
Grand Total	16072	16017	15691	16768	64548

Priority Ranking

Mental Health scored a total of 22 in last year’s strategic assessment and is still a priority for the Community Safety Partnership.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			3		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County			1		
Partnership can add value				5	Grand Total
TOTAL					22

Recommendations

- Continue the partnership Mental Health Working Group
- Work with Mental Health Services/Providers on joint working
- Set up new local projects including potentially drop in cafes
- Refer frequent callers of ASB and crime to Community MARAC
- Set up a database that links into the Repeat Victims to address if a person has mental health issues
- Help promote Dementia Friendly cafes
- Promote the shop safe stay safe scheme
- Work more closely with CCGs and NHS

Substance Misuse

Drugs

Drug offences are no longer recorded in the Victim Based Crime figures released by Kent Police. However, Kent Police has provided rolling data on Drug Offences and this has also seen a decrease of 24.8% (33 offences from 133 to 100).

1 September 2016 - 31 August 2017 there were 290 admissions relate to 253 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, but an increase from last year.

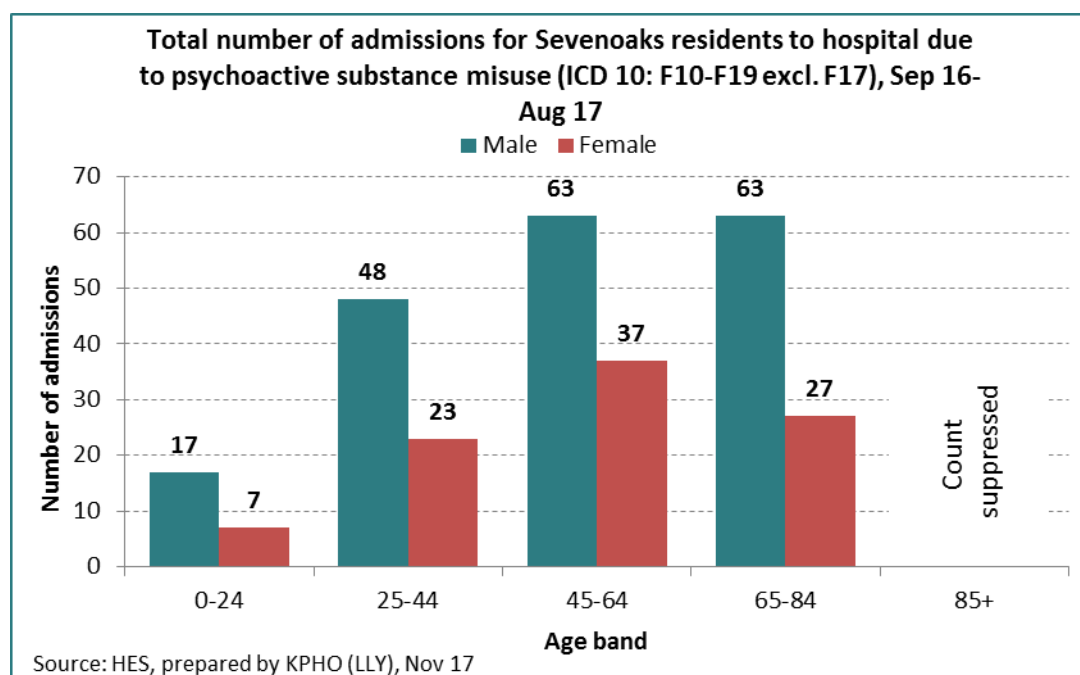


Chart 14 Sevenoaks District hospital admissions for psychoactive substance use Sept 16 - Aug 17 (Source: KCC Public Health)

Ash and New Ash Green, Sevenoaks Town and St Johns and Edenbridge North and East are the wards with the highest number of admissions. Occurrences are generally greater amongst males than females and are highest in males aged between 45-64 and 65-84 age groups.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and County level¹⁵. It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol.

¹⁵ Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

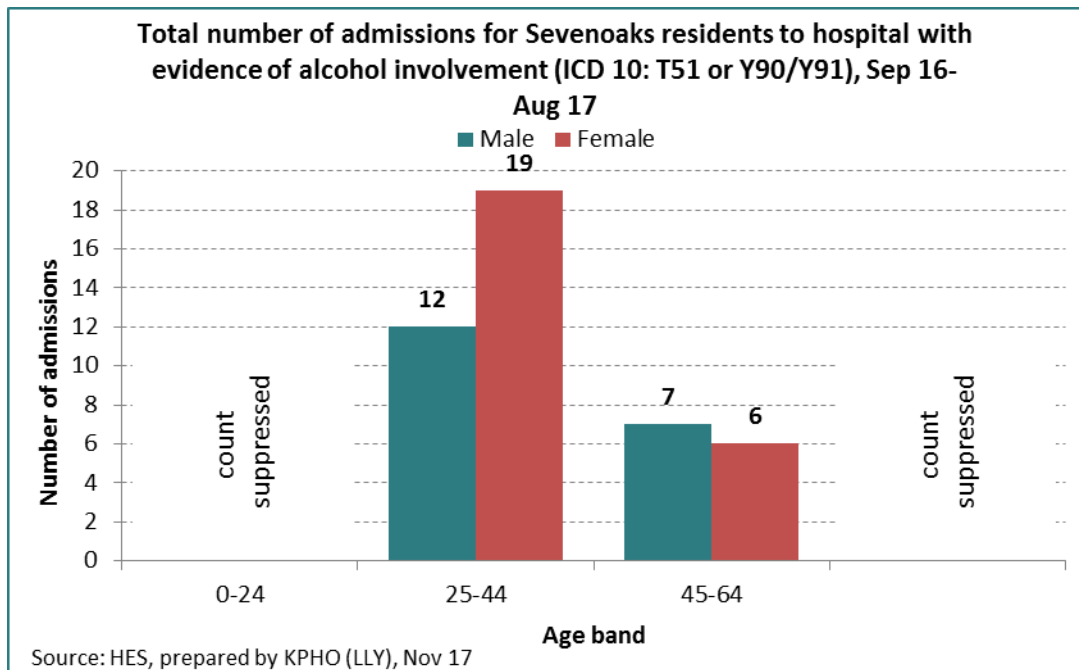


Chart 15 -Sevenoaks District hospital admissions for alcohol misuse Sept 16 - Aug 17 (Source: KCC Public Health)

Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals across West Kent.

CGL work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CGL through the provision of group work and peer support to residents for their substance misuse. A joint working programme has also been developed with Sevenoaks Area MIND to deliver CGL programmes on a weekly basis to Greensands residents and a bi-weekly drop in and referral service for MIND service users. This will facilitate better access to drug and alcohol services for these clients.

Addaction are commissioned by Public Health to deliver services to young people.

The CSP also funds Kenward Trust to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2016 to 30th September 2017, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

The approach has been to profile the area identified by the CSU partnership. This then leads to the team working with young people and that community involved in that identified areas of concern. The team members will talk and give education and advice on substance misuse. An example of this over the last year is the Partnership’s work on the Swanley to Otford train line, where ASB was a key issue and many complaints came into the CSU. The Project Manager did a profile of the

Agenda Item 9

issue related to the train line and then the workers started to work around the stations and then, working with the partnership, started to travel on the trains. This allowed the team to connect to the young people causing the issues and engage them on the issue. This helped towards reducing the ASB and identified drug and alcohol use.

This year, there are similar issues but this time it seems to be related to drug dealing and possible gang culture from London areas. The team has a history of experienced members who have had a past in substance misuse and crime who now share their stories to help young people explore their own paths. This has been effective in schools and in outreach settings. The Project Manager aims to keep the same workers in the same area, which will help to build trust and openness with both parties.

The same team have been in the area over the last year and are known by the young people and the partners in the District who are aware of the workers involved. One of their strengths is to work a range of times to meet the need of the issue, so the team may work after school, day time or late into the evening, so they do not have a set time.

They do try to work to the times the issues are most prevalent and to be more effective to be there when the issues happen or before they can happen. The main areas of work were in Greatness Park, West Kingsdown church car park, railway line from Swanley to Otford, Dunton Green and some investigation work in Westerham. They have also attended schools in the District and took part in youth events and community events. All these areas have had information, education and intervention on the subject of substance misuse and ASB.

Most areas they work in have a core group who cause the most issues and this is normally groups of 10 to 30 young people and sometimes certain families cause issues. With education, they reach over a 1000 young people aged 10 to early 20s and work with many adults at events giving education and advice.

The schools work has been a big support in the work they are doing in the communities and they feel this work should be used more to set up education workshops on issues District where ASB and substance misuse are affecting residents and supporting the community by giving awareness to young people on what certain behaviours are causing the community they live in. The importance of working in both schools and the community is to reduce ASB by new generations.

Priority Ranking

Substance Misuse scored a total of 22 in last year's strategic assessment and scores 22 this year. As such substance misuse remains a key priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing			3		
Volume			3		
Level of harm			5		
Poor Performance compared to MSG/County		1			
Partnership can add value				5	Grand Total
TOTAL					22

Recommendations:

- Collate and publish West Kent Substance Misuse directory of services
- Update Drugs in the Workplace policy
- Alcohol Awareness Week
- Address Legal Highs and provide training for front line workers
- Preventative and early intervention youth work to address identified local needs and improve well-being of young people
- Use a partnership approach to address underage drinking where it is reported by communities as a problem
- Structured interventions through the Early Help Service where Substance Misuse is an issue
- Use of Social Media to get information to all residents across the District with a focus on young people
- Detached work in tasked areas by CSU for substance misuse worker
- Continuation to increase numbers of people accessing substance misuse services.
- Police, Wardens and PCSOs to continue to gather intelligence on underage and proxy sales at every opportunity.
- Continue Young People’s Substance Misuse worker
- Continue work with Sevenoaks District Health Action Team

Part 4 - Conclusion

This strategic assessment sets out the priorities that the Community Safety Partnership (CSP) should focus on and identifies the issues that should be considered in developing the 2017-18 action plan.

1. The Community Safety Partnership endorses the priorities set out below, as discussed through this Assessment.
2. Will consider targeted activities in specific geographical areas.
3. Will review current service provision in the light of current needs to ensure effectiveness and efficiency.
4. Consider targeted awareness-raising activities for specific crime types.
5. Continue to review activity on a regular basis to ensure appropriate and proportionate resourcing.

Levels of recorded crime in the Sevenoaks District have seen a slight increase in the last year with a few notable increases in specific types of offence. Where new trends in particular types of crime and anti-social behaviour have been identified, recommendations have been made by Sevenoaks Community Safety Partnership to help address the priorities identified for the forthcoming year.

The Sevenoaks District CSP agreed priorities for 2018-19 are as follows:

- Domestic Abuse
- Organised Crime Groups
- Anti-Social Behaviour incl Environmental Crime
- Safeguarding (incl Prevent, Gangs, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Acquisitive Crime
- Mental Health
- Substance Misuse

Glossary

- **ABA** - Acceptable Behaviour Agreement
- **ANPR** - Automated Number Plate Recognition
- **ASB** - Anti Social Behaviour
- **BCUs** - Basic Command Units
- **CDRP** - Crime and Disorder Reduction Partnership
- **Community MARAC** - Community Multi Agency Risk Assessment Conference
- **CSE** - Child Sexual Exploitation
- **CSP** - Community Safety Partnership
- **CSU** - Community Safety Unit
- **DA** - Domestic abuse
- **KCC** - Kent County Council
- **KF&RS** - Kent Fire and Rescue Service
- **LAA** - Local Area Agreement
- **LSP** Local Strategic Partnership
- **MARACs** - Multi Agency Risk Assessment Conference
- **MSG** - Most Similar Group- a group of local authorities with similar characteristics
- **PACT** - Police And Community Together
- **PCSOs** - Police Community Support Officer
- **PDU**s - Problematic Drug Users
- **SDC** - Sevenoaks District Council
- **SORN** - Statutory Off Road Notification
- **TFMV** - Theft From a Motor Vehicle
- **TOMV** - Theft Of a Motor Vehicle

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