

Kent Community Trigger Document – Appendix A

Proposed Community Trigger Threshold

At least three incidents of anti-social behaviour reported to the relevant bodies within the previous six months.

The anti-social behaviour must be a repeat of the same or similar incident. The incidents must have been reported within one month of taking place.

Proposed Countywide Procedures – Information for professionals

The Community Trigger application form and any publicity material for the trigger will be the same Countywide.

Applications for the trigger should be submitted directly to the local borough or district council, either online, via telephone or in writing. If an application is received by any other agency, they should refer it to the local Community Safety Unit based at the local borough or district council.

The borough or district council will record the application, alongside its own standard recording and reporting mechanisms, clearly identifying it as a Community Trigger application.

The application for the trigger will be considered by the Community Safety Unit at its daily tasking meeting to decide whether or not the trigger threshold has been met at which point the Community Trigger application will be validated.

If the Community Trigger has not been met, there will be a full reply by letter or e-mail, which will list all the incidents that were reported and the actions that have been taken by the partner agencies and how to report future community safety incidents.

If the Trigger has been met a first stage review will be initiated and undertaken by representatives of at least three partner agencies.

Once a review has been initiated, partners and agencies undertaking the review will share relevant information in a timely fashion. If information is not provided by any agency following a request this will be recorded as part of the review findings.

The process from beginning to end will last no longer than 25 working days and the applicant will be contacted and notified as appropriate during this time, for example when;

- a. The trigger application has been received
- b. The trigger threshold has not been met
- c. The Community Trigger review has been activated
- d. The results of the review panel and recommendations are finalised

There will be a final review after 6 months, by which point any actions set as part of

a plan created by the recommendations/findings will need to be completed. This will be communicated to the resident and the case closed if no further action is required.

If the applicant requests a secondary review of the way their application for a Community Trigger was dealt with or are not satisfied with the outcome of their Community Trigger review then the borough/district council will initiate an independent panel to conduct a second stage review.

In Sevenoaks District, the second stage review panel will be made up of senior members of the Community Safety Partnership together with an elected District Council Member who should be the Portfolio Holder for Housing and Community Safety or a deputy.

The District Council will report the following Community Trigger data to the Community Safety Partnership quarterly and annually to the PCC & KCSP & within the annual Strategic Assessment.

- the number of applications for Community Trigger received
- the number of times the threshold for review was not met
- the number of reviews carried out, and
- the number of reviews that resulted in recommendations being made

It is proposed that this process is reviewed in September 2015 and any learning used to refine and improve the process.

Applications can be received:

- ✓ Online
- ✓ Via Telephone
- ✓ In writing

Partner agencies forward all trigger applications to relevant Community Safety Unit.

Acknowledgement of trigger application sent automatically via email if reported online, within 2 days if made via telephone or writing.

Anonymous reporting will not be treated as a Community Trigger application.

Agencies involved will submit case information for the review, including vexatious reports or work in progress.

Failure to submit information will be included as part of the review findings and recommendations.

Decision letter to be sent to application as quickly as possible, but no later than 25 working days since the application was acknowledged.