



## **SOCIAL AFFAIRS SELECT COMMITTEE**

**16 June 2011 at 7.00 pm**  
**CONFERENCE ROOM - COUNCIL OFFICE**

### **AGENDA**

#### **Membership:**

Chairman: Cllr Mrs A Cook

Vice-Chairman Cllr Ms M Lowe

Cllrs: Cllr. L Ayres, Cllr. L Ball, Cllr. I Bosley, Cllr. R Brookbank,  
Cllr. Ms I Chetram, Cllr. A Eyre, Cllr. Mrs A George, Cllr. M Horwood,  
Cllr. K Maskell, Cllr. Mrs D Morris, Cllr. A Pett, Cllr. Mrs E Purves,  
Cllr. S Raikes, Cllr. T Searles, Cllr. Miss L Stack, Cllr. J Thornton and  
Cllr. P Towell

Apologies for absence

#### **Apologies for absence**

1. **Minutes of the meeting of the Select Committee held on 8 March 2011** (Pages 1 - 6)
2. **Declarations of interest.**
3. **Committee's Terms of Reference - for information** (Pages 7 - 20)
4. **Formal Response from the Cabinet following matters referred by the Committee:** (Pages 21 - 22)  
  
Public Health White Paper – Healthy Lives, Healthy People – Funding, Commissioning and Outcomes (Cabinet - 17 March 2011)
5. **Formal Response or Consultation Requests from the Performance and Governance Committee:**  
  
None
6. **Actions from previous meeting.**
7. **Overview and Scrutiny Training**

*Christine Nuttall*

8. **Work Plan 2011/12**

(Pages 23 - 24)

Members will develop a schedule of work over the year to reflect the terms of reference of the Committee focussing on the Council's priorities for policy development. This includes opportunities to invite other organisations who provide services in the District to provide information to the Committee and discuss issues of importance to the Community.

9. **Community Safety Strategic Assessment and Annual  
Community Safety Action Plan**

(Pages 25 - 50)

*Lesley Bowles*

**EXEMPT ITEMS**

(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.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

**SOCIAL AFFAIRS SELECT COMMITTEE**

Minutes of a meeting of the Social Affairs Select Committee held on  
8 March 2011 commencing at 7 p.m.

Present: Cllr. Mrs. Cook (Chairman)  
Cllr. Wigg (Vice-Chairman)

Cllrs. Bosley, Brookbank, Mrs. Broomby, Brown, Darrington, Mrs. Lowe, McInnes, Mrs. Moore, Orridge, Mrs. Parkin, Pett, Mrs. Purves and Waller.

Apologies were received from Cllr. Brigden and Cllr. Cooke.

43. MINUTES OF PREVIOUS MEETING

Resolved: That the Minutes of the meeting of the Social Affairs Select Committee held on 18 January 2011 be approved and signed by the Chairman as a correct record.

44. DECLARATIONS OF INTEREST (Agenda Item 2)

Cllr. Brookbank declared a personal interest in Minute Item 50 as a Non-Executive Director of the Swanley Citizens' Advice Bureau.

Cllr. Mrs. Broomby declared a personal interest as a trustee of West Kent Mediation.

Cllr. Mrs. Cook declared a personal interest as a trustee of West Kent Mediation and Chairman of Sevenoaks District Arts Council.

Cllr. Orridge declared a personal interest in Minute Item 50 as a trustee of Edenbridge and Westerham Citizens' Advice Bureau.

45. FORMAL RESPONSE FROM THE CABINET FOLLOWING MATTERS REFERRED BY THE COMMITTEE (Report No. 3)

None.

46. ACTIONS FROM PREVIOUS MEETING (Item No. 4)

The actions from the previous meeting were noted.

47. WORK PLAN 2010-11(Report No. 5)

The Chairman suggested 3 items which could be added to the Work Plan, perhaps in September:

- an update on maternity services at Pembury Hospital, after reports of a significant rise in demand;
- an update on GP consortia and how they interact with reforms of the National Health Service; and
- an update on arts outreach work.

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A Member suggested that Chief Inspector Futers be asked to give a presentation on 999 services, after a poor experience she had.

Another Member requested an update on the South East Coast Ambulance Service now it had foundation status.

### 48. STAG COMMUNITY ARTS CENTRE PROGRESS (Item No. 6)

The Chairman welcomed Linda Larter, Chief Executive of the STAG Community Arts Centre, to the meeting. Mrs. Larter gave a presentation about the performance of the STAG Community Arts Centre in the financial year to date.

She was pleased that theatre bookings had reached 190 when the target was 100 and some bookings were in place until the end of 2012. She said the theatre covered a diverse programme.

The sponsor-a-seat scheme was doing well but was only in the early stages. She noted that 3D was installed into Screen One at considerable expense and although it had been expected that costs would be recovered over a year, this was achieved in 5 months. Kiosk sales were such a success that she felt too much burden was being put on volunteers and was considering hiring permanent staff to work with volunteers.

The expansion online, in marketing and bookings, had been expensive but significant business came through it. The Future Jobs Fund had helped provide assistance in online marketing. The STAG had succeeded in raising £180,000 in grants and sponsorships, including the Future Jobs Fund. Mrs Larter expected to print 40,000 copies of the next What's On Guide, up from 25,000. She noted that there was a surplus of £12,022 even after £30,000 had been put into reserves.

The Chairman congratulated Mrs. Larter for the STAG's tremendous turnaround.

A Member was concerned how widely the STAG had been advertised in the north of the District. Mrs. Larter replied that she advertised in the Dartford Messenger and the mailing list went to people from a wide area. Some Members reported they had not seen the advertising and had not seen the Guide in libraries as Mrs. Larter had been assured they should be. Mrs. Larter told the meeting she would check with Sevenoaks Library on this matter. She confirmed the STAG did work with schools in the north.

In response to a question she said The STAG did post the full Guide to those who requested it. The STAG had succeeded in achieving a mailing list of 3,500 this year by collecting email addresses from cinema visitors and those who booked online.

With respect to evening car parking charges, Mrs Larter confirmed to a Member that it was Sevenoaks District Council who had control over the charges.

Factors like the Olympics meant Mrs Larter could not fully predict how The STAG would perform into the future and she thought that if a significant maintenance cost arose then difficulties would be faced.

The Chairman thanked Mrs. Larter and hoped the STAG Centre continued to go from strength to strength.

49. SENCIO ANNUAL REPORT (Item No. 7)

Mark Whyman, Chief Executive of Sencio, gave a presentation on Sencio's annual performance. Accounts were still being audited but initial results included a small surplus on the Sevenoaks trading account.

It had been a difficult year with the economic problems, the severe weather and the rising cost of utilities. The weather meant no income was taken from the golf course between 2 December 2010 and the New Year. Once the snow was cleared work had to take place to restore the greens to their high standard. Recently a JCB had vandalised the course causing considerable damage but this had been dealt with.

He believed Sencio was adding value to customers where large private leisure providers would not. The programme included encouraging families, rewarding loyalty and improved catering. Costs were being lowered by joining a flexible purchasing scheme.

For the sixth successive year satisfaction levels had increased and the "50+" scheme had become very popular.

Mr. Whyman highlighted some achievements over the year. In the latest energy survey all buildings were now rated as Grade C. Sencio had established a programme of support not just for disabled children but also their whole families. Sencio had also been accredited with a Social Enterprise Mark, having proven good business and environmental management. Mr. Whyman believed Sencio may be the largest Social Enterprise in West Kent.

He was concerned the recession may now affect the leisure sector but believed Sencio had a good reputation and strong base. He was also encouraged by surveys which suggested 95% of the public now believed exercise was important. He wanted to encourage these people to use the leisure centres.

Mr. Whyman responded to Members' questions. A Member was concerned by the effect of cuts on White Oak and Mr. Whyman said that White Oak had managed to hold its own in the first 3 months of the year. To another question he stated the Sports Development Officer would continue to be funded by Sencio but he could not speak for the contribution from schools.

He clarified that he did not think direct links to the Olympics would help Sencio. If Sencio had become a training camp local users would be displaced and it would cost money to ensure premises met all expected specifications. Instead Mr. Whyman was trying to find ways to allow workers to volunteer for the Olympics, while using the public enthusiasm for the Games to tackle obesity and promote healthy life styles.

A Member wanted to know what could be done to create larger blocks of time for pool use. Mr. Whyman felt it was important to be clear to customers and Sencio published as much information as possible. The blocks were reviewed regularly but would continue to be guided by income maximisation.

The Chairman enquired whether the 2 rear rooms at Sevenoaks Leisure Centre were in much use. Mr. Whyman confirmed they were used frequently.

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Mr. Whyman renewed his invitation to Members to be shown around Sencio's Sevenoaks building on 13 April. He also widened this to anyone who may be interested. Several Members indicated immediate approval.

## 50. CITIZENS' ADVICE BUREAU SERVICE LEVEL AGREEMENT (Item No. 8)

The Head of Community Development reminded Members that this followed the presentations given at the last meeting.

She informed the meeting that the Citizens' Advice Bureaux (CABx) had assisted more people than it had clients because only people from the District and those eligible for homelessness advice were counted as "clients". Although people from outside the District were being helped she felt a similar number of Sevenoaks residents were going elsewhere for advice.

Volunteer hours worked had continued to rise with only minor changes in paid hours worked.

On 4 May 2011 a virtual Gateway was planned to take all incoming calls. A Member, who was a trustee of a bureau, said that calls could be taken elsewhere in the country if a local bureau did not have capacity to answer. Personal details were then relayed to the local office. The Head of Community Development added that calls taken for other bureaux would be spread evenly between Bureaux by time-limiting the telephone work.

She highlighted the statistics for client satisfaction in the Edenbridge & Westerham and Sevenoaks & Swanley bureaux. Clients thought Advisers understood them and their problem very well 96% and 95% of the time respectively. They thought the information/advice was very easy to understand 97% and 96% of the time respectively. She thought this was indicative of the high quality of their work.

A Member enquired whether savings could be made by using computer technicians from the District Council. A Member who is a trustee of a bureau said this had not been explored but was pleased with the work of their own technician. That Member believed the larger building Sevenoaks CAB was in contributed to the larger water rates they faced when compared with Edenbridge and Westerham, but he would check this.

Members noticed that more work-hours were being used to help fewer clients. Most agreed that this reflected an increase in complex, multi-faceted cases. They also noted the rise in immigration queries.

Resolved: That the report be noted.

## 51. YOUNG PEOPLE'S ACTION PLAN MONITORING REPORT APRIL-SEPTEMBER 2010 (Item No. 9)

The Regeneration and Youth Manager pointed out that the 182,468 attendances at monitored youth clubs, projects and services in the District demonstrated that significant activities were taking place. There were 2,050 attendances at the Zone Family Fun Days, which was the highest ever.

The Chairman raised the concern that this was the last Young People's Action Plan. She informed the Committee that she had used the 8-12s Project as an example of good practice when giving a presentation at a Council of Europe meeting. She felt all Members hoped the project would continue. The Regeneration and Youth Manager confirmed it was funded to March 2012 and she, in conjunction with West Kent Xtra, intended to submit a lottery bid for future funding in the next few months.

The Regeneration and Youth Manager confirmed some private schools were involved in the projects but it varied between the programmes. The Head of Community Development highlighted that there was a very low attainment for those who went to school in the District in comparison to those who lived in the District.

The Regeneration and Youth Manager confirmed she had held a workshop attended by 12 or 13 parish councils and other organisations to give advice on organising future Fun Days.

Resolved: That the report be noted.

52. PUBLIC HEALTH WHITE PAPER – HEALTHY LIVES, HEALTHY PEOPLE – FUNDING COMMISSIONING AND OUTCOMES (Item No. 10)

The Head of Community Development reminded Members that this was a follow up to the report submitted to the Committee in October. Members views were invited on the draft responses to the consultation for formal submission on 31 March 2011. She paid tribute to the work of the Health and Leisure Manager in forming the responses.

The Head of Community Development set out aspects of the proposed NHS framework. Public Health England was to be established under the Department of Health to focus on national public health and emergency preparation. The NHS Commissioning Board was also to have a public health mandate. She expected work to be organised through increased incentives; the Commissioning Board would encourage GPs to play a role in public health and the Department of Health would encourage reductions in health inequalities.

The "Transparency in Outcomes" paper had a greater focus on local involvement. She said a clear message had been given that upper tier authorities could not deliver goals by themselves. They would need others, like district councils, to identify local needs.

The Chairman made it clear she hoped that any responsibilities handed down by county councils would be accompanied by funds. She also hoped financial cuts would not degrade expertise currently held.

In response to a question the Head of Community Development stated that it was important to make it clear at county level that there was a great diversity in need within the District. Unless needs were assessed at a local level some pockets of health inequality would be missed. She also highlighted the difficulty of measuring success when those who have been helped moved out an area and were replaced by new individuals who similarly faced great needs.

She informed the Committee that 3 GP consortia were likely in the West Kent area, with the District split across 2. She did not believe this would hamper the ability to

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form strategic partnerships with them.

Resolved: That the report be noted.

The Chairman thanked Members for their hard work on the Committee over the 4 years. She also thanked Officers for the support they provided. Members thanked the Chairman for her leadership.

THE MEETING WAS CONCLUDED AT 8:42 P.M.

Chairman



## Social Affairs Select Committee Terms of Reference

### 1. Introduction

- 1.1 There are Select Committees which support the work of the Cabinet and the Council as a whole. They allow local people to have a greater say in Council matters by enquiring into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery. The Select Committees and to a degree the Performance and Governance Committee also monitor the decisions of the Cabinet. They can “call-in” a key decision which has been made by the Cabinet but has not yet been implemented. This enables them to consider whether the decision is appropriate.
- 1.2 They may recommend that the Cabinet should reconsider the decision and may also submit a report direct to the Council. They may also be consulted by the Cabinet or the Council on forthcoming decisions and the development of policy.

### 2. Terms of Reference - General

- 2.1 The Council will appoint the overview and scrutiny committees (known as Select Committees) set out below to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000 in relation to the matters also set out below. The number and Terms of Reference of the Select Committees will be reviewed from time to time by the Modern Local Government Group which may report to the Council.
- 2.2 The Select Committees may form advisory groups from time to time to assist with their work, especially with the review of, or additions to, a policy within the Policy Framework. These advisory groups will be constituted on the basis of political proportionality and may include a member or members of the Cabinet to which they may also report direct. Advisory groups should be set a specific task and/or function and should as a result be time limited on completion of the set task/function.
- 2.3 **The terms of reference of the Select Committees set out below will be in addition to the following general powers in respect of the overview function (which will include policy development) and scrutiny (which will include reviewing policy implementation):**
  - (a) to monitor and review all Council Services in respect of Best Value and Internal Service Inspections (ISIs) and make any recommendations to Council and/or the Cabinet that may be considered appropriate especially in respect of ISIs, reviewing the progress of Action Plan and the implementation of recommendations; bearing in mind the Council’s budgetary constraints; and
  - (b) to consider and report on any matter referred by the Council or the Cabinet.

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## **3. General Role**

3.1 Within their terms of reference, the Select Committees may:

- (a) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (b) make reports and/or recommendations to the full Council and/or the Cabinet and/or any joint Committee in connection with the discharge of any functions;
- (c) consider any matter affecting the area or its inhabitants; and
- (d) exercise the right either to call for Cabinet papers in advance of decisions being made in order to provide timely advice to the Cabinet **or**, if this has not been done, to call-in for reconsideration decisions made but not yet implemented by the Cabinet.

## **4. Specific Functions**

### **Policy Development and Review**

4.1 The Select Committees may:

- (a) assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (b) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (c) consider and recommend to Council mechanisms to encourage and enhance community participation in the development of policy options;
- (d) question relevant members of the Cabinet and/or Committees and Directors on relevant issues and proposals affecting the area relevant to the review in question; and
- (e) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

### **Scrutiny**

4.2 The Select Committees may:

- (a) review and scrutinise the decisions made by, and performance of, the Cabinet and/or Committees and Council Officers both in relation to individual decisions and over time;
- (b) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (c) question members of the Cabinet and/or Committees and Chief Officers

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about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

(d) make recommendations to the Cabinet and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process bearing in mind the Council's budgetary constraints;

(e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Select Committees and local people about their activities and performance; and

(f) question and gather evidence from any person, with their consent.

### **Report to Council on Overview and Scrutiny Matters**

4.3 The Chairmen of the Select Committees to submit a report on the work of the Select Committees since the last meeting of the Council, to each ordinary meeting of the Council. Members may ask questions on any matter contained in the report, of the Chairmen (or in their absence, the Vice-Chairman) of the Select Committees without notice.

### **Proceedings of the Select Committees**

4.4 The Select Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in paragraph 5 below.

## **5. Overview and Scrutiny Procedure Rules**

### **Number and Arrangements for Overview and Scrutiny Committees**

5.1 The Council will have the Select Committees set out in this part of the Constitution and will appoint to them as it considers appropriate from time to time. The Select Committees may appoint Sub-Committees (advisory groups) which may be appointed for a fixed period, on the expiry of which they shall cease to exist.

5.2 The Select Committees will:

(a) approve an annual work plan for itself ensuring that there is efficient use of the Committee's time, and that the potential for duplication of effort is minimised;

(b) ensure that matters considered are managed efficiently and within any limits set out in this Constitution; and

(c) have the powers of an "Overview and Scrutiny Committee" in relation to Cabinet decisions made but not implemented as set out in section 21(3) of the Local Government Act 2000.

## **Membership of the Select Committees**

- 5.3 All Members except members of the Cabinet may be members of a Select Committee. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.

## **Co-optees**

- 5.4 The Select Committees shall be entitled to recommend to Council the appointment of a number of co-opted non-voting members not exceeding two for each Committee.

## **Meetings of the Select Committees**

- 5.5 There shall be at least six ordinary meetings of each Select Committee in each year. In addition, other meetings may be called from time to time as and when appropriate. A meeting of a Select Committee may be called by the Chairman of the relevant Select Committee, by a quarter of the members of the relevant Committee or by the Chief Executive (in consultation with the relevant Chairman or Vice-Chairman, if available) if he considers it necessary or appropriate.

## **Quorum**

- 5.6 The quorum for a Select Committee shall be as set out for Committees in the Council Procedure Rules in Part 2 of this Constitution.

## **Work Plan**

- 5.7 The Select Committees will be responsible for setting their own Work Plan and in doing so they shall take into account the wishes of all members on that Committee.

## **Agenda Items**

- 5.8 Any member of a Select Committee shall be entitled to give notice to the Chief Executive that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda and the appropriate Chairman will be informed.
- 5.9 The Select Committees shall also respond, as soon as work plans permit, to requests from the Council and if it considers it appropriate, the Cabinet to review particular areas of Council activity. The Council and/or the Cabinet shall consider the report of the Select Committee within two months of receiving it.

*Councillor Call for Action*

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- 5.10 Under the Councillor Call for Action process, the public may raise issues of local concern with their ward Councillors. Members will try to resolve the issue themselves first by contacting the relevant Head of Service or Partner organisation. However, if the matter cannot be resolved, then the Member can ask the relevant Select Committee to consider the issue.
- 5.11 Any member may give written notice to the Chief Executive that they wish a local government matter affecting their ward, or a person who lives or works in their ward, to be included on the agenda of the relevant Select Committee. This notice will set out the Member's reasons for making the request. If the Chief Executive receives such a notification, then he/she will include the item on the first available agenda of the Select Committee for consideration by the Committee and the appropriate Chairman will be informed.
- 5.12 The Chief Executive will exclude any request that does not meet the requirements of the legislation, regulations or the most recent guidance. If the request is not accepted, the Chief Executive shall inform the member who made the request of the rejection and the reasons for it.

### **Policy Review and Development**

- 5.13 Select Committees will consider petitions as required, in accordance with the Council's Petitions Scheme – Appendix Y of the Constitution.
- 5.14 The role of the Select Committees in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules. (Appendix B - Budget and Policy Framework Procedure Rules)
- 5.15 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Select Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.
- 5.16 The Select Committees may, subject to budgetary constraints, enquire into and investigate the available options for future direction in policy development. They may recommend to the Council the commissioning of research, undertaking of surveys etc.

### **Reports from the Select Committees**

- 5.17 Once it has formed recommendations on proposals which may be developed further, a Select Committee will prepare a formal report and submit it to the Chief Executive for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- 5.18 If the Select Committee cannot agree on one single final report to the Council or Cabinet as appropriate, then no more than one minority report may be

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prepared by the Members concerned and submitted for consideration by the Council or Cabinet with the majority report.

- 5.19 The Council or Cabinet shall whenever possible consider the report of the Select Committee within one month of it being submitted to the Chief Executive.

### **Ensuring that Overview and Scrutiny reports are considered by the Cabinet**

- 5.20 Once a Select Committee has completed its deliberations on any matter the Chief Executive will allocate it to either or both the Cabinet and the Council for consideration, according to whether the contents of the report would have implications for the Council's budget and policy framework. If the Chief Executive refers the matter to Council, he/she will advise the Leader that the matter is to be referred to Council and supply a copy of the report to the Leader. The Cabinet will have four weeks in which to respond to the report, and the Council shall not consider it within that period. When the Council does meet to consider any referral from a Select Committee on a matter which would impact on the budget and policy framework, it shall also consider the response of the Cabinet to the Overview and Scrutiny proposals.
- 5.21 The Select Committees will in any event have access to the Cabinet's Forward Plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Select Committee following consideration of possible policy/service developments, the Committee will at least be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

### **Rights of the Select Committee Members to documents**

- 5.22 In addition to their rights as Members of the Council, members of the Select Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules (Appendix A - Access to Information Procedure Rules).
- 5.23 Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Select Committees as appropriate depending on the particular matter under consideration.

### **Members and Officers Giving Account**

- 5.24 The Select Committees may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Cabinet, the Chief Executive, any Director and/or any Head of Service to attend before it to explain in relation to matters within their remit:
- (a) any particular decision or series of decisions;
  - (b) the extent to which the actions taken implement Council policy; and/or
  - (c) their performance.

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and it is the duty of those persons to attend if so required.

- 5.25 Where any Member or Officer is required to attend a Select Committee under this provision, the Chairman of that Committee will inform the Chief Executive. The Chief Executive shall inform the Member or Officer in writing giving at least five clear working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- 5.26 Where the Member or Officer is unable to attend on the required date, then the Select Committee shall in consultation with the Member or Officer arrange an alternative date for attendance to take place usually within 21 days from the date of the original request.

### **Attendance by Others**

- 5.27 The Select Committee may invite people other than those people referred to in paragraphs 5.26, 5.27 and 5.28 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from local people, stakeholders and Member and Officers in other parts of the public sector and shall invite such people to attend.

### **Call-in**

- 5.28 When a key decision is made by Cabinet the decision shall be published and shall be available at the main offices of the Council normally within two clear working days of being made.
- 5.29 All Members will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.
- 5.30 That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless the Committee objects to it and calls it in. This notification is included on each set of Cabinet minutes.
- 5.31 During that period, the Chief Executive shall call-in a key decision for scrutiny by a Committee if so requested by the Chairman or any three members of the a Select Committee, and shall then notify the decision-taker of the call-in. The Chief Executive shall call a meeting of the Committee on such date as he/she may determine, where possible after consultation with the Chairman of the appropriate Committee, and in any case within five clear working days of the decision to call-in or may, in consultation with the decision-taker, refer the matter direct to the next meeting of the Council for consideration. Please refer to "Shadow Call-In" dates included on the Council's Calendar of meetings.

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- 5.32 If, having considered the decision using the Call-In Protocol (Appendix C - Protocol for Call In of Key Decisions), the Committee is still concerned about it, then it may refer it back to the decision-making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further ten clear working days, amending the decision or not, before adopting a final decision.
- 5.33 If following an objection to a key decision, the Committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision-making person or body, the decision shall take effect on the date of the Committee meeting, or the expiry of that further five clear day period, whichever is the earlier.
- 5.34 If the matter was referred to full Council and the Council does not object to a key decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decision to which it objects back to the decision-making person or body, together with the Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole, or a Committee of it, a meeting will be convened to reconsider within ten clear working days of the Council request. Where the decision was made by an individual, the individual will reconsider within ten clear working days of the Council request.
- 5.35 If the Council does not meet, or if it does but does not refer the key decision back to the decision-making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- 5.36 The relevant Committee shall consider the parts of the Forward Plan within that Committee's terms of reference after it is published and may give notice to the Chief Executive that it wishes to be consulted on any matter included within it. In such an event, the Chief Executive shall advise the Leader of the Council and shall arrange for the report to the Cabinet to be sent to every Member of the relevant Committee as soon as it is ready for publication.
- 5.37 The Chairman or any five members of the relevant Committee may call a meeting of the Committee within five clear working days of the despatch of the report to consider the matter. The Cabinet shall not then make a decision on the matter until the Committee has had an opportunity to consider the report and make recommendations to the Cabinet.
- 5.38 If a meeting of the relevant Select Committee is not summoned within five clear working days of the despatch of the report or on the nearest most appropriate "Shadow Call-In" date, the Cabinet shall be free to make a decision on the matter.
- 5.39 If the procedure in paragraphs 5.37 and 5.38 have been invoked by a Select



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Committee, the call-in provisions set out in paragraphs 5.32 to 5.35 shall not apply and any decision of the Cabinet shall not be subject to call-in.

### **Exceptions to Call-In**

5.40 In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limit are to be placed on its use. These are:

(a) only key decisions (the definition of which is set out below) may be called in; and

*(A "key decision" means an executive decision which is likely:*

*(i) to result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates i.e. decisions which exceed £50,000 in value (but procurement decisions within the budget e.g. refuse vehicles can be undertaken within delegated powers); or*

*(ii) to be significant in terms of its effects on communities living or working in an area comprising 2 or more wards in the area of the District Council.)*

(b) Three members of a Select Committee or the Performance and Governance Committee from at least two political parties are needed for a decision to be called in.

### **Call-in and Urgency**

5.41 The call-in procedure set out above shall not apply where the decision being taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision-making person or body, the decision is an urgent one, and therefore not subject to call-in.

5.42 The Chairman of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the Vice-Chairman's consent shall be required.

5.43 In the absence of both the Chairman and the Vice-Chairman of the Council, the consent of the Chairman or Vice-Chairman of appropriate Select Committee shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

5.44 The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

## Agenda Item 3

Social Affairs Select Committee – 16 June 2011

### **Procedure at Meetings of the Select Committees**

- 5.45 The Select Committee shall consider the following business:
- (a) minutes of the last meeting;
  - (b) declarations of interest;
  - (c) consideration of any matter referred to the Committee for a decision in relation to call-in of a decision;
  - (d) responses of the Cabinet to reports of the Select Committee; and
  - (e) the business otherwise set out on the agenda for the meeting.
- 5.46 Where the Select Committee conducts investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the Kent Protocol on Overview and Scrutiny Inter-Authority Co-operation (Appendix P - Protocol of Overview and Scrutiny Inter-Authority Co-Operation) (if they apply) and the following principles:
- (a) that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
  - (b) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
  - (c) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- 5.47 When discussing any matter under investigation, the members of the Select Committee shall not normally resort to formal debate unless and until it becomes clear that a recommendation can only be reached on the basis of a majority vote. It shall be the duty of each Chairman of a meeting of the Select Committee to ensure, so far as is possible, that a consensus is reached on any matter, provided that this would not have the effect of minimising the effectiveness of the recommendation.
- 5.48 Following any investigation or review, the Select Committee shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

### **Matters within the remit of more than one Select Committee**

- 5.49 Where a matter for consideration by the Committee also falls within the remit of one or more other Committees, the decision as to which Committee will consider it will be resolved by the appropriate Chairmen of the Committee(s) and the relevant Director.

## **6. Membership of the Select Committees**

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Social Affairs Select Committee – 16 June 2011

6.1 Each Select Committee will each be made up of 19 Members that follow the political proportionality of the Council. The membership of the Select Committees can be found at Appendix H - Membership of Cabinet, Committees etc.

### **7. Terms of Reference of the Environment Select Committee**

7.1 When referring to these terms of reference please take into account the general terms of reference as set out in Part 5 – paragraphs 1, 2, 3 and 4 of this Constitution.

7.2 The Environment Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:

(a) The development of the Council's planning policies, including the Development Plan and other plans for use and development of land;

(b) the built environment of the District, including both development control and building control, contaminated land, air quality, land drainage, sewerage and sewage disposal;

(c) highways and traffic, including public rights of way;

(d) transport, including vehicle parking;

(e) economic development and tourism;

(f) to scrutinise decisions of the Cabinet and to exercise the use of the Council's "Call-in" (of key decisions) procedure when appropriate;

(g) to ensure that the Council's business is subject to effective scrutiny;

(h) at the Cabinet's and the Chairman of the Select Committee's request to carry out specific research and development projects and to submit recommendations to Cabinet; and

(i) to advise the Council and Cabinet, at their request, on any other matter affecting the Council.

### **8. Terms of Reference of the Services Select Committee**

8.1 When referring to these terms of reference please take into account the general terms of reference as set out in Part 5 – paragraphs 1, 2, 3 and 4 of this Constitution.

8.2 The Services Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:

(a) The Council's management of Information Technology and Communications technology;

(b) the development and retention of staff;

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- (c) public relations;
- (d) the development of the Housing Strategy, including partnerships with social landlords, the improvement of private housing the provision of housing to meet identified needs, assistance to owner/occupiers, landlords, tenants and developers, and homeless people as well as arrangements for dealing with itinerants and gypsies;
- (e) waste and recycling;
- (f) the development of policies in relation to the Council's licensing functions;
- (g) consideration of payments or benefits under section 92 of the Local Government Act 2000 to persons who have been adversely affected by maladministration (whether or not the subject of a formal report by the Commissioner for Local Administration);
- (h) to scrutinise decisions of the Cabinet and to exercise the use of the Council's "Call-in" (of key decisions) procedure when appropriate;
- (i) to ensure that the Council's business is subject to effective scrutiny;
- (j) at the Cabinet's and the Chairman of the Select Committee's request to carry out specific research and development projects and to submit recommendations to Cabinet; and
- (k) to advise the Council and Cabinet, at their request, on any other matter affecting the Council.

### **9. Terms of Reference of the Social Affairs Select Committee**

- 9.1 When referring to these terms of reference please take into account the general terms of reference as set out in Part 5 – paragraphs 1, 2, 3 and 4 of this Constitution.
- 9.2 The Social Affairs Select Committee's terms of reference are to perform the policy development, review and scrutiny role in relation to the following matters:
  - (a) The maintenance and regeneration of communities in the area including:
    - (i) personal health (such as arrangements for medical treatment in and for the District and health education); and
    - (ii) public health (such as pest control, food hygiene, water supply, public nuisances, public conveniences, cemeteries and crematoria, and animal welfare:
  - (b) the means of facilitating greater social inclusion and integration, especially amongst groups such as young people or elderly people;

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- (c) the cultural life of the District (including the theatre known as “The Stag”);
- (d) the provision and use of leisure facilities throughout the District;
- (e) the operation of Sencio Community Leisure;
- (f) financial and other assistance to organisations in the District;
- (g) crime and community safety matters, including police initiatives and closed-circuit television;
- (h) to scrutinise decisions of the Cabinet and to exercise the use of the Council’s “Call-in” (of key decisions) procedure when appropriate;
- (i) to ensure that the Council’s business is subject to effective scrutiny;
- (j) at the Cabinet’s and the Chairman of the Select Committee’s request to carry out specific research and development projects and to submit recommendations to Cabinet;
- (k) to undertake the over view and scrutiny role and in particular in relation to the Community Plan;
- (l) to advise the Council and Cabinet at their request, on any other matter affecting the Council.



**Formal Response from the Cabinet: *Public Health White Paper (Cabinet – 17 March 2011)***

Following the launch of the overarching White Paper, Liberating the NHS: Equality and Excellence, in July 2010 which set out the Government's ambitions for the future of public health a number of White Papers and consultations had been issued. The new White Paper, Healthy Lives, Healthy People set out the future national and local structure for public health provision including the establishment of a new body, Public Health England, as part of the Department of Health and the return of public health leadership and responsibility to local government. This included provision for Directors of Public Health to be employed by the Counties and for statutory Health and Well Being Boards to be set up at County level and for the majority of public health services being commissioned by County Councils through ring-fenced budgets as part of the function of Health and Wellbeing Boards. Local authorities at county and district level would have a new role in improving the health and wellbeing of their population. Since the publication of the Public Health White Paper two consultation documents had been issued, "Funding and Commissioning Routes for Public Health" and "Transparency in Outcomes". Responses were invited by the end of March 2011 and the Council's suggested submissions were appended to the report. The Head of Community Development advised Members that the submissions did not address every question contained in the consultation papers but focussed upon key areas and the importance of the District Council being involved at community level and in the shaping of policy. This had been supported by the Social Affairs Select Committee on 8 March 2011. Cabinet noted and supported the comments from the Social Affairs Select Committee and asked that this should be fed back. The Head of Community Development also reported that in Kent three PCTs were joining together as a cluster with a joint board and that GP clusters were also beginning to emerge.

The Cabinet noted the emerging shape of the structure of public health across the county and that Kent County Council was focussing on two key priorities, the prevention & treatment of dementia and CAMHS. Members recognised the importance of District Council's continuing to shape local policy and also stressed the need to ensure that any responsibilities handed down by the County Council would be accompanied by suitable funding which had also been raised by the Social Affairs Select Committee.

Resolved: That

- (a) the report on the Public Health White Paper – Healthy Lives, Healthy People – Funding, Commissioning and Outcomes be noted; and
- (b) that the responses to the consultations set out in the Appendix to the report be approved.

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**Social Affairs Select Committee – Work Plan 2011/12**

<b>Topic</b>	<b>16 June 2011</b>	<b>8 September 2011</b>	<b>1 November 2011</b>	<b>24 January 2012</b>
<b>Personal Health</b> (Lesley Bowles)				
<b>Environmental Health</b> (Richard Wilson)				
<b>Social Inclusion (including Younger and Older People)</b> (Lesley Bowles)		Older People’s Strategy Action Plan		
<b>Culture</b> (Lesley Bowles)				
<b>Community Plan</b>				
<b>Leisure</b> (Lesley Bowles)				

Topic	16 June 2011	8 September 2011	1 November 2011	24 January 2012
<b>Grants to Voluntary Organisations</b> (Lesley Bowles)				
<b>Community Safety</b> (Lesley Bowles)	Community Safety Strategic Assessment and Annual Community Safety Action Plan			
<b>Budget</b> (Tricia Marshall)				Review of Budget Proposals for 2012/13

**Possible items to be considered in the future** (for items not yet timetabled in):

- an update on maternity services at Pembury Hospital
- an update on GP consortia and how they interact with reforms of the National Health Service
- an update on arts outreach work
- Chief Inspector Futers be asked to give a presentation on 999 services, after a poor experience a member had.
- An update on the South East Coast Ambulance Service now it has foundation status.

**COMMUNITY SAFETY STRATEGIC ASSESSMENT AND ACTION PLAN 2011/12**

**SOCIAL AFFAIRS – 16 JUNE 2011**

**CABINET – 23 JUNE 2011**

Report of the: Community & Planning Services Director

Status: For decision

Key Decision: Yes

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**This report supports the Key Aim of the Community Plan, to help communities to be safe and feel safe.**

**Portfolio Holder** Cllr. Elaine Bracken

**Head of Service** Head of Community Development – Lesley Bowles

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**Recommendation to Social Affairs Select Committee:** Members comments are invited.

**Recommendation to Cabinet:** It be RESOLVED that: the Council's actions in the Sevenoaks District Community Safety Action Plan 2011/12 are approved.

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**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.

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**Introduction**

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council 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.
  
- 2 The Strategic Assessment undertaken in November 2010 identified the Community Safety priorities for the District as follows:
  - Anti-Social Behaviour
  
  - Young people's issues
  
  - Burglary

Vehicle Crime

Speeding

Public perception

Substance misuse

Domestic Abuse

- 3 Partners have identified targets and actions aimed at having an impact on these priorities and these form the 2011/12 Action Plan, which is attached as an appendix. The Action Plan summarises information from the Strategic Assessment for each of the identified priorities. The full Strategic Assessment is a very lengthy and detailed document and is available from Officers.

### **Key Implications**

#### Financial

The funding required to deliver the Action Plan is noted on the document. No additional District Council funding is required to deliver the plan.

#### Community Impact and Outcomes

Crime, anti-social behaviour and the fear of crime are issues that are of significant interest to local communities. The strategic assessment identifies people's concerns as well as crime and other data and the action plan addresses those issues. Consequently, there should be a positive impact on the community.

#### Legal, Human Rights etc.

There are no new legal or human rights issues arising from this action plan.

#### Resource (non-financial)

No new non-financial resources are required to deliver the action plan

#### Equality Impacts

The action plan does not have the potential to cause adverse impact or discriminate against different groups in the community, nor does it affect the existing Equality Impact Assessment, which is regularly updated.

#### Sustainability Checklist

A sustainability checklist has been completed and a positive impact is anticipated.

**RISK ASSESSMENT STATEMENT**

RISK	MITIGATION
Partners' failure to deliver agreed actions	Quarterly monitoring is undertaken by the Community Safety Partnership to identify as early as possible any actions that may not be delivered so that alternative action can be taken.
Insufficient funding to deliver the Action Plan	Funding has been agreed for the financial year.

**Background Papers:** The Sevenoaks District Community Safety Partnership Strategic Assessment 2010

**Contact Officer(s):** Lesley Bowles, ext 7335  
Lesley.bowles@sevenoaks.gov.uk

**Kristen Paterson**  
**Community & Planning Services Director**



# Sevenoaks District

## Community Safety Partnership

### DRAFT - Annual Action Plan 2011 - 2012



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## Action Plan 2011 - 2012

### 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 16. 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 2011 – 2012

The Strategic Assessment undertaken during the autumn of 2010 has identified 8 priorities for the Partnership to tackle during 2011–2012.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour
- Young People’s Issues
- Burglary
- Vehicle Crime
- Speeding
- Public Perception
- Substance Misuse
- Domestic Abuse

Although the Partnership’s main focus will be the 8 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 continue to reduce recorded crime.

During 2009/10, Sevenoaks District had the lowest recorded crime in the County with the number of crimes falling by 570 crimes or 9.9% to 5,170. Crime in the District has fallen consistently since 2005/6 when there were 7,948 crimes.

Following these year on year reductions, it will be challenging to reduce crime further. Indeed, many Districts are now seeing increases in crime. However, it is anticipated that the Partnership will contribute to a further 2% reduction through the delivery of its action plan.

### The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan linked to each priority. The action plan does not include details about 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.

**Funding and monitoring**

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Home Office funding which is allocated to district Community Safety Partnerships by Kent County Council, Choosing Health funding and other small amounts of funding from a variety of sources, for example the Kent People's Trust. 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 2011-2012

### SUCCESS MEASURES

#### All recorded crime:

Reduce All Crime by 2%

#### 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.

#### Young People's issues

Intervention projects, including the Power Project and 8-12s Project, maintained  
Rate of victimisation among young people to be reduced (target to be set)

#### Burglary

Number of dwelling & non dwelling (shed, commercial/retail premises) burglaries to be reduced (targets to be set at year end) Target 5% reduction in both domestic and non dwelling burglary.

#### Vehicle Crime

Number of Vehicle Crimes to be reduced by 5% includes theft from motor vehicle and theft from.

#### Public Perception

Feed back given to 100% of residents who report anti-social behaviour to the Community Safety Unit (CSU)  
75% of people reporting to the CSU satisfied with service receive

#### Speeding

Communities in areas where speeding has been identified as a top 3 priority involved in a range of speeding initiatives.

#### Substance Misuse

Substance Misuse Action Plan to be 85% on target

#### Domestic Abuse

Reduce the number of repeat incidents of Domestic Abuse by 2% by March 2013  
Domestic abuse action plan to be 80% on target

## Anti-Social Behaviour

Reports of Anti-Social Behaviour to the District's Anti Social Behaviour Officer showed an increase of 11% last year compared to the same period the year before, when a total of 214 reports were received in the year. This increase may be attributed to the raised profile of the Community Safety Unit. The 4 top categories reported to the Anti Social Behaviour Officer were intimidation/harassment, damage, noise and rowdy behaviour. Reports for intimidation/harassment and noise have increased, but there has been a decrease in reports of Criminal damage and rowdy behaviour. Surveys continue to highlight Anti-social behaviour as a concern for our residents, with 73% saying that this should be a priority. However, the Kent Crime & Victimisation Survey indicates that people in the Sevenoaks District perceive Anti-Social Behaviour as less of a problem than is perceived in most districts in Kent. A significant improvement last year was a 58% reduction from 139 to 88 in graffiti reports to the Community Safety Unit.

Priority Action	Lead Agency	Other Partners	By when	Funding	
<b>Anti-Social Behaviour</b>					
1.1	Enable the CSU to take a tasking and co-ordinating role in tackling ASB in the District	CSU	All Anti Social Behaviour Task Group KCC Children & Families	December 2011	Use of existing resources but working differently
1.2	Implement the Home Office risk assessment tool for ASB reports and ensure high risk cases are managed through ASB task Group	CSU	SDC Police Housing Associations KCC Wardens	September 2011	Use of existing resources
1.3	Local communities more actively involved in finding solutions for ASB and taking responsibility including through PACT Panels. PACT Members identify an improvement in community safety in their areas over the past year.	Exec Group	ASB Co-ordinator CSU PACTs Local Champions	December 2011	Use of existing resources
1.4	Where possible, work with families rather than individuals to deal with Anti-Social Behaviour, in a minimum of 20 cases.	Anti Social Behaviour Task Group KCC Children & Families	All	December 2011	Use of existing resources but working differently

	Priority Action	Lead Agency	Other Partners	By when	Funding
1.5	Effective use of mobile CCTV to deter crime and anti-social behaviour. Mobile capabilities effectively deployed 9 out of 12 (75%) deployed at one time	T&CG CSU	Police	Ongoing	Existing resources

## Young People's Issues

There were 85 new entrants to the Kent Youth Justice System in Sevenoaks between July 09 and June 10, the last confirmed data available for the Strategic Assessment. Thirty three were females (38.8%) and 52 males (61.2%). Sevenoaks had a 37% decrease in the number of new entrants to the Youth Justice System, compared to the previous 12 month period. The three types of offences most frequently committed by children and young people (both males and females) in the District for the period were: Theft and Handling Stolen Goods:30.6% (74); Violence against the Person: 17.4% (42); and Criminal Damage: 15.3% (37).

The rate of children and young people in the District who are victims of crime is the lowest in Kent at 8.6 per 1000 population. The Kent average is 18.4.

The Partnership's Power Project and the 8-12s Project are respected youth diversion and support projects, assessed to have a positive effect on young people. Young people's issues, including these projects, will therefore remain a priority for the Sevenoaks District Community Safety Partnership

	Priority Action	Lead Agency	Other Partners	By When	Funding
<b>YOUNG PEOPLES ISSUES</b>					
2.1	Achieve sustainability for the Power Project & 8-12's Project (early intervention projects). 8-12's to run in at least 4 communities 85% of young people accepted by Power Project do not go on to re-offend	SDC West Kent Extra KCC YOS	All Partners	8-12's - Sept 2011 Power - March 2011	Safer & Stronger Funding Explore links with business community/other grants
2.2	Targeted work with 14-19yrs olds to assist in their transition to work	KCC	Local Children's Trust Board	March 2012	Local Children's Trust Board
2.3	Produce a directory of early intervention projects for young people, families and front line practioners.	SDC	All partners	June 2011	Current resources

**Burglary & Vehicle Crime**

**Burglary Dwelling** decreased by 14%, from 393 to 338 in the Strategic Assessment period, October 2009 to September 2010. However, this placed Sevenoaks only 9<sup>th</sup> best in the County and 10<sup>th</sup> in its Most Similar Group (MSG). By December 2010, this had improved to a reduction of 23.8% compared with the previous year, placing Sevenoaks 6<sup>th</sup> best in County and 8<sup>th</sup> in its Most Similar Group. When residents were asked about their concerns about crime, burglary of homes (Burglary Dwelling) was listed as the top priority for the Sevenoaks District (73% of respondents to the 2010 Residents Panel).

**Theft from motor vehicles (TFMV)** fell by 15.6%, from 649 to 548 during the Strategic Assessment period. Despite this reduction, Sevenoaks ranked only 10<sup>th</sup> best in the County and 11<sup>th</sup> in its Most Similar Group. TFMV accounted for 11% of the District’s total crime. **Theft of motor vehicle (TOMV)** fell by 26.2%, from 252 to 186. Sevenoaks ranked 7<sup>th</sup> best in the county and 13<sup>th</sup> in its MSG. TOMV accounts for 4% of the total crime Respondents to the Residents Panel survey 2010, rated theft from vehicles are their 6<sup>th</sup> highest concern from a list 16 crime types and theft of vehicles as their 7<sup>th</sup> highest concern **Burglary and Vehicle crime therefore remain priorities for the Partnership.**

Priority Action		Lead Agency	Other Partners	By When	Funding
<b>BURGLARY &amp; VEHICLE CRIME</b>					
3.1	Invest in improved Automatic Number Plate Recognition infrastructure for the District minimum of 4 additional cameras (2 sites)	Police	Community Safety Partnership	March 2012	Safer & Stronger Funding Police
3.2	Increase crime reduction interventions in wards identified as priorities. Reduce vehicle crime and burglary by 5% in identified priority ward’s through crime reduction initiatives.	CSU	CSU	March 2012	Existing resources and Safer & Stronger Funding
3.3	Refer to T&CG suitable suspected disposal points for stolen property within the District for partnership intervention and measure proportion identified as successfully disrupted	Police	T&CG	March 2012	Existing resources
3.4	Undertake four Multi Agency operation at boot fairs to deter/detect the disposal of stolen/counterfeit goods and provide relevant crime prevention advice.	CSU	Police Trading Standards KCC Wardens	March 2012	Existing resources



## Public perception

Respondents to the September 2010 Residents Panel Survey were asked how safe or unsafe they feel when outside in their local area during the day and after dark.

- 93% of respondents felt either “very safe” or “safe” in their local area during the day.
- 69% of respondents felt either “very safe” or “safe” in their local area after dark
- 7% of respondents felt either “very safe” or “safe” in their local area during the day
- 11% of respondents felt “very unsafe” or “unsafe” in their local area after dark.

The Kent Crime & Victimization Survey indicates that the District’s perceptions of Anti-Social Behaviour are better than the County average and are improving. The District is between first and fourth best in the County in most categories, with the exception of vandalism and graffiti which is 6<sup>th</sup> and abandoned and burnt out cars which was 11<sup>th</sup>. The Partnership continues to put in place initiatives that help people to feel safe and live in safe environments and to keep people informed and involved in community safety.

Priority Action	Lead Agency	Other Partners	By When	Funding	
<b>PUBLIC PERCEPTION</b>					
4.1	Maximise the use of the Probation Service’s Community Payback scheme. Measure the number of initiatives completed and financial savings made.	CSU	Probation	March 2012	Negative cost because of the value of the work undertaken.
4.2	Undertake at least one Environmental Audit (EVA) in each identified priority ward in conjunction with local businesses and residents. Implement an action plan for each EVA which must be at least 80% completed.	CSU T&CG	Highways, Police, Housing, Town & Parish Councils	March 2012	Existing resources and Safer & Stronger funding
4.3	Re-evaluate and update Communications Protocol	Exec Group	CSP	June 2011	Existing resources
4.4	Develop Community Safety Twitter	SDC	CSP	September 2011	Existing resources
4.5	Ensure CSU quarterly reports are accessible to local communities through town and parish council websites, where possible and other agency websites.	CSU		June 2011	Existing resources

	<b>Priority Action</b>	<b>Lead Agency</b>	<b>Other Partners</b>	<b>By When</b>	<b>Funding</b>
4.6	Three Community Awareness Days to be arranged throughout the District .	Community Safety Partnership (CSP)	Town & Parish Councils Local Businesses	March 2012	Existing resources
4.7	Reduce the impact of fly-tipping on the environment by encouraging the reporting of fly-tipped materials, cleaning up fly tipping from public land and highways within 7 days of reporting and implementing the use of Smart Water	CSU	Direct Services KCC Highways	June 2011	Existing resources and Clean Kent fund
4.8	Recognise local people who have volunteered for their communities or who have taken a stand against anti-social behaviour by nominating them for awards.	SDC Community Development	Crime Prevention Panel	March 2012	Existing resources

## Speeding Vehicles

Speeding vehicles are consistently highlighted as one of the key community priorities in the majority of PACT Neighbourhood Panels across the District. This high level of community concerns coupled with the continued value of effective partnership working, mean that this area will remain a priority for the Sevenoaks CSP.

Priority Action		Lead Agency	Other Partners	By When	Funding
<b>SPEEDING</b>					
5.1	Roll out “carmageddon”(operation to deter reckless driving) to at least 5 identified hot spot areas and include other partner agencies.	Kent Fire & Rescue Service T&CG CSU	Exec Group Highways Police Council Youth Services	March 2012	Existing resources
5.2	Promote speed watch across the District including training for volunteers	Kent Police – Training CSU – Promotion/Volunteers	DVLA	March 2012	Existing resources
5.3	Continue to roll out OP Zig Zag (operation to deter parking outside schools) where it is reported by communities as a problem	KCC CSU	SDC – Parking Police Schools	March 2012	Existing resources

**Substance Misuse**

The Kent Drug and Alcohol Action Team (KDAAT) reported a 13% increase in the number of Sevenoaks clients between 2008/9 and 2009/10. This may be attributable to better access to services in the District. Alcohol accounts for 40% of KDAAT clients. Although Sevenoaks' figures are low for alcohol attributable hospital admissions, there has been a slight increase in alcohol related mortality. As part of the Kent Crime and Victimization Survey, people were asked whether people using or dealing drugs was a very or fairly big problem in their local area. The results show that Sevenoaks ranks 2nd best in the County with a figure of 6.5% which is an improvement of 2.6% when compared to the same period last year. Given the link between substance misuse, particularly alcohol, and other crime types, the Partnership will continue to prioritise this area of its work.

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Priority Action		Lead Agency	Other Partners	By When	Funding
<b>SUBSTANCE MISUSE</b>					
6.1	Implement a shared training package around identification and brief advice (IBA)	Substance Misuse Task Group	Tier 1 & 2 workers substance misuse workers (information and advice) PCSO, Warden, PCT Health & well being	July 2011 Roll out Sept 2011	Existing CSP Budget Partners Training Budgets
6.2	Structured Early Intervention Projects to include referrals to Alcohol Clinics and targeted Young Peoples Intervention through T&CG and CSU	Kenward Trust or alternative provider CSU	Kenward Trust KDAAT T&CG	March 2012	Choosing Health CSP Alternative funding
6.3	Address Underage Drinking where it is reported by communities as a problem	Trading Standards	Landlords/Off License Substance Misuse Task Group KDAAT Police	Ongoing	Existing budgets

## Domestic Abuse

The number of domestic abuse incidents has increased by 5.0%. This is an increase of 41 incidents from 827 in the previous period to 868 in this period but is the lowest per 1,000 population in the County. There were 201 recorded repeat victims of domestic abuse, again the lowest rate in the County. This gives a repeat victim percentage of 23.2% which is in line with the County average. Only 13% of respondents to the Residents Panel survey said they were concerned about domestic abuse. Whilst this indicates a low level of concern among local residents, Domestic Abuse tends to be a 'hidden crime' with low levels of reporting.

	Priority Action	Lead Agency	Other Partners	By When	Funding
<b>DOMESTIC ABUSE</b>					
7.1	Raise awareness and sign posting to services through the West Kent Directory and the CSP website	CSP Domestic Abuse Task Group	Tier 1 workers Health provider Police Housing	Prog July 2011 Roll out Sept – March 2011/12	Existing resources
7.2	Consider how best to provide advocacy services	Exec Group Domestic Abuse Task Group	Voluntary sector	June 2011	Funding to be identified, possibly through Safer & Stronger Funding
7.3	Training for front line workers including good practice guidelines for working with survivors	CSP Domestic Abuse Task Group	Tier 1 workers Health provider Police Housing	Prog July 2011 Roll out Sept – March 2011/12	Existing resources
7.4	Work with young people to improve self esteem and respect	Local Children's Trust Board	Youth Workers Youth Offending Service	March 2012	Existing resources
7.5	At least 3 perpetrators to complete the full Community Domestic Abuse Perpetrators' Programme	Police Social Services CSU	CSP	March 2012	Choosing Health Safer & Stronger Funding

**GLOSSARY:**

ANPR – Automatic Number Plate Recognition

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

EVA – Environmental Visual Audit

KCC – Kent County Council

KDAAT – Kent Drug & Alcohol Action Team

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

PACT – Partners and Communities Together

PCT – Primary Care Trust

SDC – Sevenoaks District Council

T&CG – Tasking and Co-ordination Group – monthly meeting to plan response to trends

YOS – Youth Offending Service

## Membership of the Community Safety Partnership and contact details

<p><b>Sevenoaks District Council</b> Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: <a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a></p>	<p><b>Kent Police</b> 1 Pembury Road Tonbridge Kent TN9 2HS Tel: 01622 690690 Web: <a href="http://www.kent.police.uk">www.kent.police.uk</a></p>	<p><b>Kent Fire &amp; Rescue Service</b> South Division HQ, Loose Road Maidstone Kent ME15 9QB Tel: 01622 774500 Web: <a href="http://www.kent.fire-uk.org">www.kent.fire-uk.org</a></p>	<p><b>Kent Police Authority</b> 1<sup>st</sup> Floor, Gail House Lower Stone Street Maidstone ME15 6NB Tel: 01622 677055 Web: <a href="http://www.kentpa.kent.police.uk">www.kentpa.kent.police.uk</a></p>
<p><b>NHS West Kent</b> Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: <a href="http://www.westkentpct.nhs.uk">www.westkentpct.nhs.uk</a></p>	<p><b>Kent Probation Service</b> 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 01892 559350 Web: <a href="http://www.kentprobation.org">www.kentprobation.org</a></p>	<p><b>KCC Social Services</b> Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Families and Social Care</b> 30 Gibson Drive West Malling Kent ME19 4QG Tel: 08458 247247 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>
<p><b>KCC Youth Offending Service</b> Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Youth Service</b> Bishops Terrace, Bishops Way Maidstone Kent ME14 1AF Tel: 08458 247 247 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Trading Standards</b> PO Box 286 West Malling Kent ME19 4HW Tel: 01732 525291 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Community Safety</b> Sessions House County Hall Maidstone ME14 1XQ Tel: 01622 696575 Web: <a href="http://www.kentpartnership.org.uk">www.kentpartnership.org.uk</a></p>
<p><b>West Kent Housing Association</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a></p>	<p><b>Kenward Trust</b> Kenward Road Yalding Maidstone Kent ME18 6AH Tel: 01622 814187 Web: <a href="http://www.kenwardtrust.org.uk">www.kenwardtrust.org.uk</a></p>	<p><b>MOAT Homes</b> Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: <a href="http://www.moat.co.uk">www.moat.co.uk</a></p>	<p><b>Kent Drug and Alcohol Action Team</b> Invicta House, 3rd Floor County Road Maidstone Kent ME14 1XX Tel: 01622 221676 Web: <a href="http://www.kdaat.org">www.kdaat.org</a></p>
<p><b>West Kent Extra</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a></p>	<p><b>Voluntary Action West Kent</b> 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: <a href="http://www.vawk.org.uk">www.vawk.org.uk</a></p>		

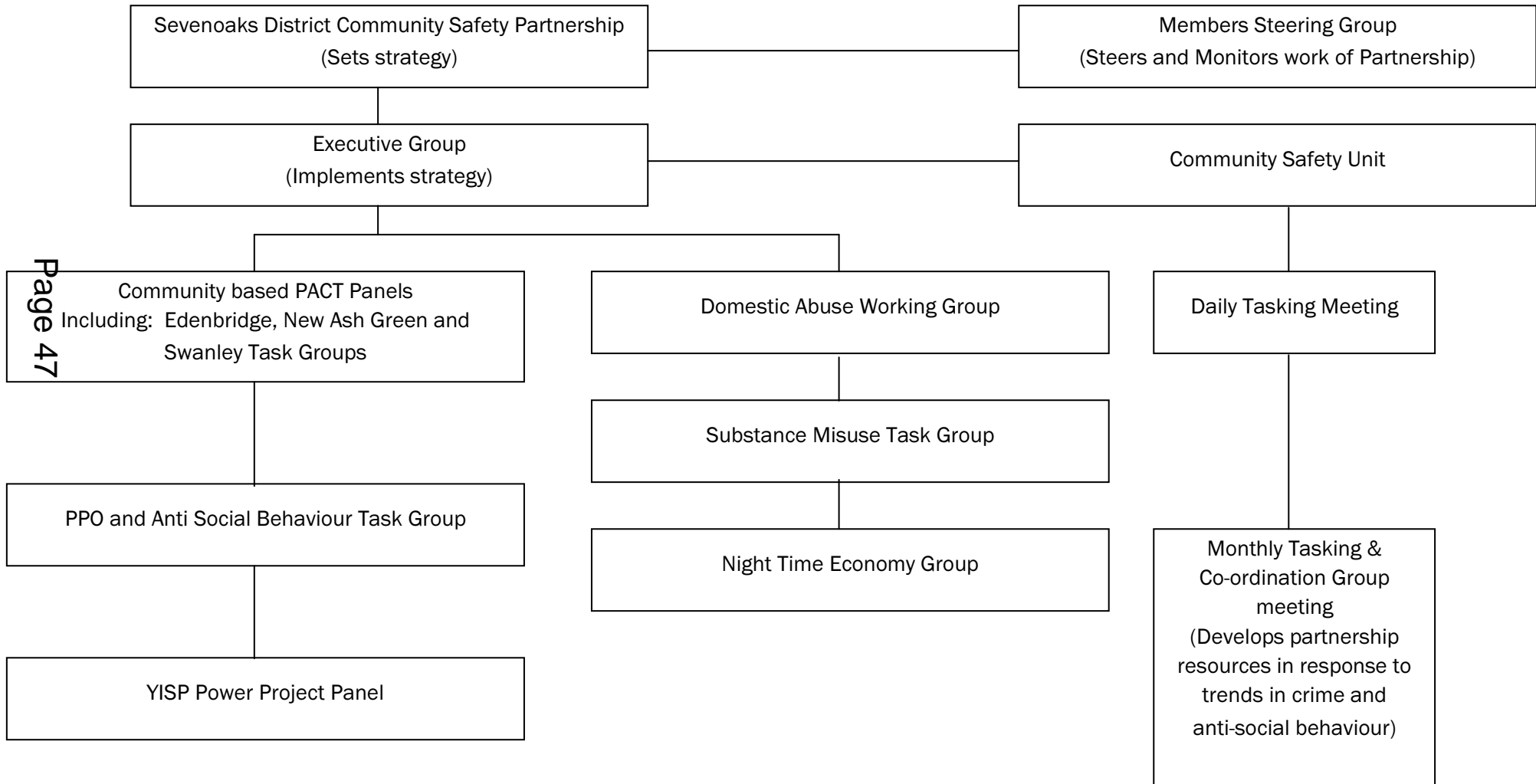
## Terms of Reference

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.

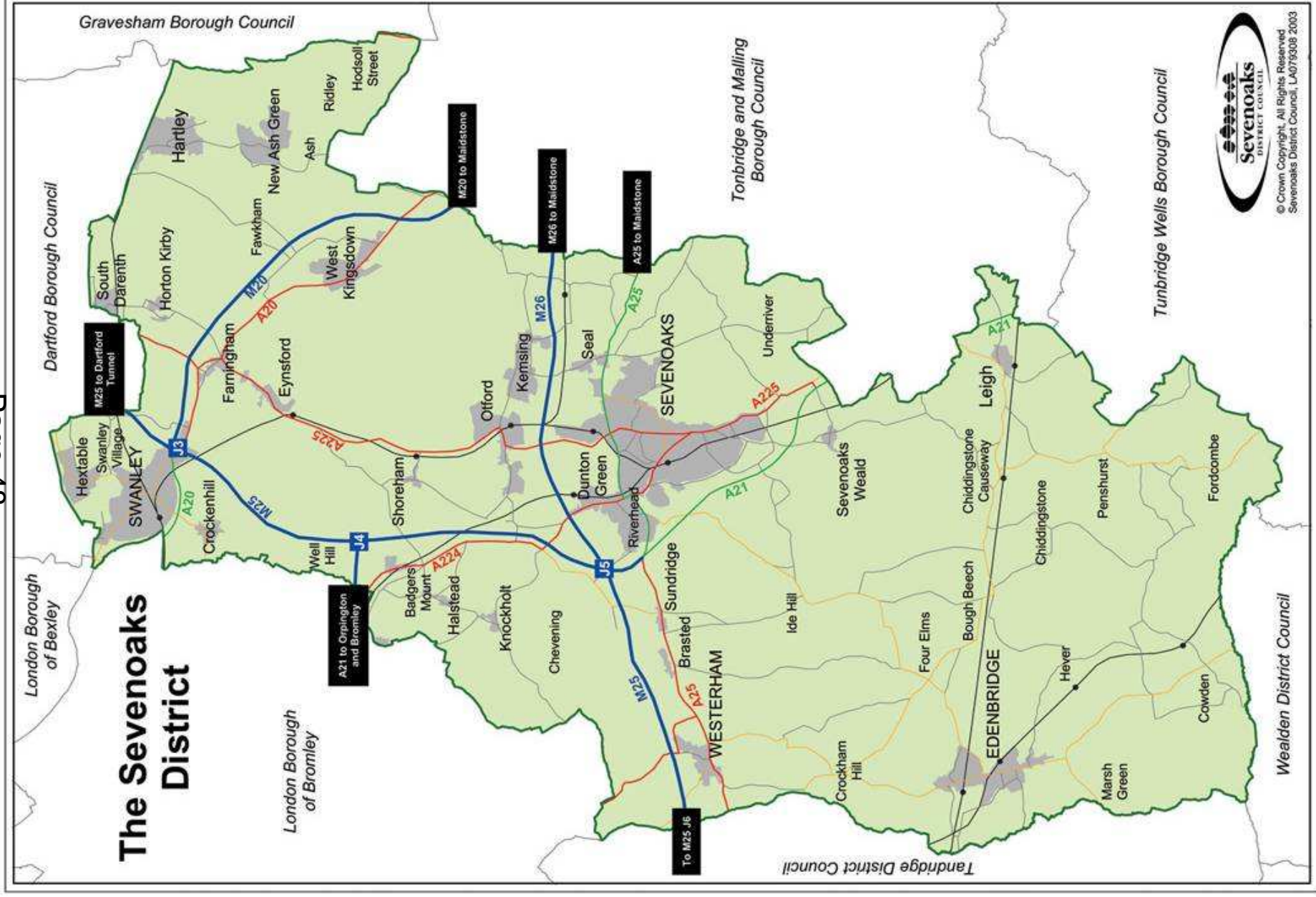


## Structure of Sevenoaks District Community Safety Partnership



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