



Sevenoaks
DISTRICT COUNCIL
Despatched: 27.05.15

CABINET
4 June 2015 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Fleming Vice-Chairman: Cllr. Lowe
Cllrs. Dickins, Firth, Hogarth, Piper and Searles

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 19 May 2015, as a correct record.		
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		
<u>REPORTS AND RECOMMENDATIONS FROM THE CABINET ADVISORY COMMITTEES</u>		
5. Provisional Outturn 2014-15 and Carry Forward Requests	(Pages 1 - 26)	Helen Martin, Adrian Rowbotham Tel: 01732 227483/7153
6. Community Safety Action Plan	(Pages 27 - 62)	Lesley Bowles, Kelly Webb Tel: 01732 227335/7474



Indicates a Key Decision



indicates a matter to be referred to Council

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 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)

PROVISIONAL OUTTURN 2014/15 AND CARRY FORWARD REQUESTS

CABINET - 4 JUNE 2015

Report of: Chief Finance Officer

Status: For recommendation to Cabinet

Also considered by: Finance Advisory Committee – 2 June 2015

Key Decision: No

This report supports the Key Aim of Effective Management of Council Resources

Portfolio Holder Cllr. Searles

Contact Officer Head of Finance – Helen Martin ext 7483

Recommendation to Finance Advisory Committee that the recommendations below to Cabinet, be endorsed

Recommendation to Cabinet: It be RESOLVED that:

- (a) the Revenue ‘carry forward’ requests totalling £204,090 as set out in paragraph 14 of the report be approved, subject to any amendments suggested by the Finance Advisory Committee;
- (b) the Capital carry forward request totalling £140,000 as set out in paragraph 15 of the report be approved, subject to any amendments suggested by the Finance Advisory Committee;
- (c) A sum of £50,000 be transferred to the Housing Surveys earmarked reserve to enable a Stock Condition survey to be completed in 2015/16;
- (d) a Health and Safety Earmarked Reserve be established, and a sum of £100,000 be transferred to that reserve as at the end of March 2015; and
- (e) A sum of £60,000 be set aside to provide for payment in respect of restitutionary claims and costs in respect of personal search fees.

Introduction

- 1 Provisional Financial Outturn figures for 2014/15 are attached at Appendix A. These results will be presented to Cabinet at its meeting on 4 June 2015.
- 2 The report also sets out the requests to carry forward unspent budgets into 2015/16 for Revenue items. In practice any items agreed for carry forward will be set aside in an Earmarked Reserve to be used to finance those costs in 2015/16.

Agenda Item 5

- 3 It was approved by Cabinet on 5th February 2015 that any favourable variance achieved on the 2014/15 budget be put to the Budget Stabilisation Reserve.
- 4 2014/15 was the fourth year of a four-year savings plan, which set out to achieve savings of £4 million over that period. During 2015/16 the Chief Executive set officers a target favourable variance of £600,000 to enable:
- Funds to be set aside for development projects and for asset maintenance
 - Funding a Housing Stock Survey and.
 - In the light of future budget pressures to apply a further favourable variance to the Budget Stabilisation Reserve

It is pleasing to report to Members that the challenging target was achieved, and this report requests approval for treatment of the variance.

- 5 There are four requests totalling £204,090 requests to transfer unspent revenue budgets to earmarked reserves.
- 6 A provisional favourable variance of £743,400 has been achieved. If the Revenue carry forwards of £204,090 and the proposed transfers to earmarked reserves and provision of £210,000 are approved, a favourable variance of £329,310 will be applied to the Budget Stabilisation Reserve. That sum represents a variance of 0.60% of the gross service budget.
- 7 At the end of February the forecast outturn was a favourable variance of £809,000. Since then, some additional costs have been charged back to financial year 2014/15 in accordance with sound accounting practice and the provisional outturn is now £743,400.
- 8 The figures above take into account the supplementary budget of £18,000 approved during the year for Christmas car parking.
- 9 The year end favourable variance arises for two reasons:
- Net savings made during the year due to efficiencies, or where income receipts that have been greater than expected. (Where budget variances are expected to be ongoing, they were included as SCIA items for the 2015/16 budget).
 - Project activity, commonly time limited, originally scheduled to take place during 2014/15 which has been delayed or where the project start was deferred and the budget is still required to complete the project.

Favourable variances due to deferred project activity are the subject of formal requests to carry forward the budgets so that the projects can be commenced or continued in 2015/16.

Main reasons for the year end variance are given in the following paragraphs and detailed explanations are provided as Appendix C.:

High Level Analysis of Results

- 10 **Income** from Planning, Land Charges and On Street Parking are showing a combined favourable variance of £353,000 for the year; Income from car parking

was £11,000 below budget but the loss of income from Pembroke Road car park was being offset by income from the additional surface car parking places adjacent to M&S. A grant of £97,000 was received for the Transformation Challenge and is being used for efficiency work in Building Control. Successful claims for refunds of backdated VAT totalling £98,000 were received during the year.

- 11 **Pay costs** – the actual expenditure to date on salaried staff (excluding those who are externally funded) is £241,000 below budget, but £81,000 of that relates to Direct Services and may be offset by agency staff costs held within the trading account. Favourable variances arose from vacant posts in Corporate Support, Direct Services and Planning.
- 12 **Other Variances** include some savings on CCTV (transmission costs) £27,000; deferred expenditure on administrative supplies £19,000; re-negotiated arrangements with Dartford regarding the partnership agreement, together with budgets for non-finance partnerships, where work is currently being contained within existing budgets, accounts for current variances of £139,000. Other variances arise from underspending against budget on external audit fees and discretionary rate relief as addressed in the 2015/16 budget process. Funding in 14/15 for the new Economic Development & Property Team (originally entitled ‘Broadband’) shows an underspending of £78,250 arising as the project did not begin in April.
- 13 **Direct Services** – Direct Services’ delivered a positive variance of £128,000 compared to budget.

Revenue Carry Forward Items

- 14 There are four Revenue carry forward requests. Further details including the implications of not carrying forward these budgets are set out at the end of this report.

No.	ITEM	CHIEF OFFICER	AMOUNT £
A1	Broadband	Communities & Business	78,250
A2	Asset Maintenance – Argyle Road	Corporate Support	49,000
A3	Revenues and Benefits	Finance	71,225
A4	Transparency Code	Finance	5,615
	Total		204,090

Agenda Item 5

Capital Programme

- 15 The following capital scheme was underspent at the year end and the unspent budget is recommended for carry forward.

No.	SCHEME	CHIEF OFFICER	AMOUNT £
C1	Back-up Generator	Corporate Support	140,000
	Total		140,000

Transfers to Reserves

- 16 One of the aims of the target favourable variance for 2014/15 was to enable a Housing Stock Survey to be undertaken. FRAC were advised that this survey was required but could not be completed before April 2015. Approval is therefore recommended for a transfer for £50,000 to the Housing Surveys earmarked reserve to enable this to take place.
- 17 Approval is recommended to the establishment of a separate reserve for Health and Safety and a transfer be made of £100,000 from the favourable variance into that Reserve.

Transfers to Provisions – Local Land Charges

- 18 In early 2011 claims were made by a number of Property Search companies against local authorities claiming a refund of personal search fees. A framework settlement has now been reached by solicitors advising the local authorities group. In March 2011 we received a New Burdens grant of £34,000 and that sum is currently held in a Provision in respect of potential restitutionary claims relating to personal search fees of the land register. The latest position on repayment of fees, interest and legal costs is still to be confirmed but is estimated to be greater than the amount currently set aside in the Provision. Approval is therefore recommended for a transfer of £60,000 from the favourable variance to increase the Provision.

Key Implications

Financial

There are no financial implications arising from this report

Legal Implications and Risk Assessment Statement.

Under section 151 of the Local Government Act 1972, the section 151 officer has statutory duties in relation to the financial administration and stewardship of the authority.

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.

Conclusions

Both Members and Officers were fully aware that 2014/15 would be an extremely challenging year. However, in light of the financial pressures arising during the year, it is pleasing to report to Members a positive year end position.

The outturn position could not have been achieved without the commitment and hard work of both Members and Officers, in particular the Chief Officers and the Finance and Resources Advisory Group, who have played an essential challenge, advisory and scrutiny role reviewing not only the budget but also the corrective action planning.

The 2015/16 budget includes savings totalling £0.533m. Achieving this continuing level of savings whilst managing the financial risks will require continued close and proactive financial management during 2015/16.

Risk Assessment Statement

The approval of these carry forward requests should reduce the risk of the Council exceeding its planned expenditure in 2015/16.

These results are provisional and may change due to issues arising from the closure of the Council's accounts, which will be completed by 30 June 2015.

Appendices

Appendix A – Budget Carry Forward Requests

Appendix B - Provisional Outturn Summary

Appendix C – Explanation of variances

Background Papers:

See appendices

Contact Officer(s):

Helen Martin Ext. 7483

Adrian Rowbotham Ext. 7153

Adrian Rowbotham
Chief Finance Officer

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Budget Carry Forward Request 2014/15

Chief Officer : Lesley Bowles

Budget description : Broadband

Type of expenditure: Revenue

Cost Centre code : CDBRDBND

Budget unspent at 31/3/15: £78,250

Amount requested for carry forward: £78,250

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2014/15 and timescales for expenditure in 2015/16 :

This funding is required to continue the development of the New Economic Development & Property Team. 2 new members of the Team, including the Head of Economic Development & Property were appointed in 2014/15. A new Economic Development officer has now been appointed and recruitment is under way for a further two new team members.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

Failure to continue the development of the Economic Development & Property Team will put at risk the council's commitment to Economic Development, the Property Investment Strategy and the Council's aspirations for financial self-sufficiency. Existing budgets are under pressure and may be insufficient to achieve this unless this sum is carried forward.

Agenda Item 5

Budget Carry Forward Request 2014/15

Chief Officer : Jim Carrington-West

Budget description : Asset Maintenance Argyle Road

Type of expenditure: Revenue

Cost Centre code : 30200 YMKAG 9999

Budget unspent at 31/3/15: £ 49,000

Amount requested for carry forward: £49,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2014/15 and timescales for expenditure in 2015/16 :

A number of Asset Maintenance works were identified and scheduled for 2014/15 but were not carried out during the year due to lack of resources and other priorities.

These works are still required to be undertaken therefore the relevant allocated budget is requested to be carried forward.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The asset maintenance requirements identified are still an essential requirement in addition to those scheduled for the coming year to maintain the Argyle Road offices. Therefore if this budget is not carried forward, this area will be overspent or the offices will fall into disrepair.

Budget Carry Forward Request 2014/15

Chief Officer : Adrian Rowbotham

Budget description : Revenues and Benefits

Type of expenditure: Revenue

Cost Centre code : FSPARCTS

Budget unspent at 31/3/15: £71,225

Amount requested for carry forward: £71,225

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2014/15 and timescales for expenditure in 2015/16 :

The following grant was received in 2014/15:

- DCLG Localising Council Tax Support New Burdens Grant £71,225

The Local Council Tax Support Scheme replaced Council Tax Benefit from 2013/14.

From 2014/15 the amount of Council Tax to be paid by Council Tax Support customers increased from 8.5% to 18.5% which over time may result in reduced collection rates unless extra work is completed to contact individuals who are not paying to explain the different payment options available to them.

Expenditure in 2014/15 was contained within existing budgets and additional funding received from the major precepting authorities. It would be beneficial to keep this amount for its intended purpose as obtaining payments from the remaining customers is likely to be more difficult and time consuming.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

From 2014/15 the amount of Council Tax to be paid by Council Tax Support customers increased from 8.5% to 18.5%. There is a risk that fewer people will pay going forward which will result in a reduced Council tax collection rate.

Agenda Item 5

Budget Carry Forward Request 2014/15

Chief Officer: Adrian Rowbotham

Budget description: Transparency Regulations

Type of expenditure: Revenue

Cost Centre code : PPREVIEW 90200

Budget unspent at 31/3/15: £5,615

Amount requested for carry forward: £5,615

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2014/15 and timescales for expenditure in 2015/16 :

The department for Communities and Government provide a new burdens grant for the costs associated with the Transparency Regulations which were passed in to law in late 2014. The grant for the year was not received until 26 March 2015 and at such late notice was unable to be spent for its intended purpose in the 2014/15 financial year.

It is anticipated that the expenditure will be committed within the first quarter of 2015/16 to enable the Council to meet its requirements under the Transparency Regulations by investing in IT services that assist with the publication of data.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

The Council may not fulfil its statutory requirements under the Transparency Regulations or will be required to deliver less efficient processes to ensure data is published in accordance with the law.

Budget Carry Forward Request 2014/15

Chief Officer : Jim Carrington-West

Budget description : Backup Generator

Type of expenditure: Capital

Cost Centre code : YLVB 50100

Budget unspent at 31/3/15: £ 140,000

Amount requested for carry forward: £140,000

Reason for request, including the benefits of this expenditure, why the budget was not spent in 2014/15 and timescales for expenditure in 2015/16 :

Previous approval of £140k capital expenditure has been granted by members to install a replacement backup electricity generator into the Argyle Road office to ensure business continuity in the event of a prolonged power outage.

The initial scoping works have been carried out in 2014/15 but due to resources being unavailable, the main works had not been commissioned before the end of March 2015. These works are now scheduled to take place during 2015/16 therefore the capital budget allocated is requested to be carried forward.

Implications of not carrying forward this budget (e.g. impact on achievement of performance targets, etc):

If this money is not carried forward, the generator will not be procured and installed, leaving the council at risk in terms of business continuity in the event of a prolonged power outage.

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2. Overall Summary

March 15 - Provisional Outturn as at 19/05/15

	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Annual	Annual	Annual	2013/14
	Budget	Actual	Variance	Variance	Budget	Forecast (including Accruals)	Variance	Actual
	£'000	£'000	£'000	%	£'000	£'000	£'000	£'000
Communities and Business	985	839	146	15	985	899	85	989
Corporate Support	3,179	3,247	- 68	-2	3,179	3,245	- 66	3,199
Environmental and Operational Services	2,501	2,536	- 35	-1	2,501	2,459	41	2,788
Financial Services	5,183	4,847	335	6	5,183	4,841	341	4,312
Housing	721	725	- 4	-1	721	705	16	778
Legal and Governance	588	541	47	8	588	534	53	548
Planning Services	1,243	1,060	182	15	1,243	1,058	185	1,315
NET EXPENDITURE (1)	14,398	13,795	604	4	14,398	13,742	656	13,929
<i>Adjustments to reconcile to amount to be met from Reserves</i>								
Direct Services Trading Accounts	- 64	- 192	128	202	- 64	- 187	124	- 230
Capital charges outside General Fund	- 64	- 60	- 5	-7	- 64	- 64	-	- 62
Support Services outside General Fund	- 118	- 168	50	42	- 118	- 168	50	- 118
Redundancy Costs - all	-	31	- 31	-	-	8	- 8	-
NET EXPENDITURE (2)	14,153	13,406	746	5	14,153	13,331	822	13,519
Revenue Support Grant (incl. CT Support)	- 2,225	- 2,232	7	0	- 2,225	- 2,225	-	- 2,678
Retained Business Rates	- 1,898	- 1,898	-	0	- 1,898	- 1,898	-	- 1,862
New Homes Bonus	- 1,389	- 1,396	7	0	- 1,389	- 1,396	7	- 993
Council Tax Requirement - SDC	- 9,010	- 9,010	-	0	- 9,010	- 9,010	-	- 8,728
NET EXPENDITURE (3)	- 369	- 1,129	760	206	- 369	- 1,198	829	- 742
<i>Summary including investment income</i>								
Net Expenditure	- 369	- 1,129	760	206	- 369	- 1,198	829	- 742
Investment Impairment	-	-	-	0	-	-	-	-
Interest and Investment Income	- 244	- 227	- 17	-7	- 244	- 224	- 21	- 237
Overall total	- 613	- 1,357	743	121	- 613	- 1,422	809	- 979
Planned appropriation (from)/to Reserves					631	631	-	-
Supplementary appropriation from Reserves (Christmas car parking approved by Council Dec 14)					- 18	- 18	-	-
<i>Surplus</i>					-	- 809	809	- 979

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2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Communities and Business							
Arts Development	0	0	0	0		0	
All Weather Pitch	-2	-2	-2	0		0	
Broadband	80	80	2	78 *	There will be a request for a carry forward as this forms a part of the funding for the new Economic Development & Property team going forward.	78 *	There will be a request for a carry forward as this forms a part of the funding for the new Economic Development & Property team going forward.
Community Safety	176	181	183	-7		-2	
Community Development Service Provisions	-5	-5	-5	-0		-0	
The Community Plan	44	45	46	-2		-0	
Economic Development	68	67	76	-8		-9 *	There will be a request for a carry forward as this forms a part of the funding for the new Economic Development & Property team going forward.
Grants to Organisations	180	181	181	-1		0	
Health Improvements	44	45	45	-1		0	
Leisure Contract	294	200	207	87 *	Rates - Discretionary Relief & Insurance underspend.	-6 *	Impact of increase in insurance premiums.
Leisure Development	20	20	20	0		0	
Local Strategic Partnership	0	0	0	0		0	
Partnership - Home Office	0	0	0	0		0	
Administrative Expenses - Communities & Business	9	9	7	2		2	
Tourism	29	29	32	-4		-3	
Choosing Health WK PCT	0	0	0	0		0	
Community Sports Activation Fund	0	0	0	0		0	
Falls Prevention	0	0	0	0		0	
Business Flood Support Scheme	0	0	0	0		0	
Repair & Renew Flood Support Scheme	0	0	0	0		0	
General Grants Other Organisations	0	0	0	0		0	
PCT Health Checks	0	0	0	0		0	
New Ash Green	0	0	0	0		0	
PCT Initiatives	0	0	0	0		0	
Troubled Families Project	0	0	0	0		0	
West Kent Partnership	0	0	0	0		0	
West Kent Partnership Business Support	0	0	0	0		0	
Youth	48	48	47	1		1	
	985	899	839	146		61	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Corporate Support							
Asset Maintenance Argyle Road	59	8	10	49	* Asset maintenance requirements identified but not able to be carried out in 2014/15 due to lack of resources and other identified priorities. Carry forward requested.	-2	
Asset Maintenance Other Corporate Properties	30	52	47	-17	* Additional spend on condition surveys relating to ageing assets.	4	
Asset Maintenance Hever Road	6	20	34	-28	* Higher than anticipated maintenance costs incurred relating to buildings on the site.	-14	* Higher than anticipated maintenance costs incurred relating to buildings on the site.
Asset Maintenance IT	260	260	260	-0		-0	
Asset Maintenance Leisure	165	205	198	-33	* Forecast overspend due to increased requirement for maintenance in 2014/15 on ageing leisure assets.	7	* Asset maintenance requirements identified but not all able to be carried out in 2014/15 due to lack of resources and other identified priorities.
Asset Maintenance Support & Salaries	92	90	88	4		2	
Asset Maintenance Sewage Treatment Plants	8	9	39	-31	* Materials for works due to be carried out in 2015/16 delivered at the end of 2014/15.	-30	* Materials for works due to be carried out in 2015/16 delivered at the end of 2014/15.
Bus Station	14	17	16	-2		1	
Corporate Projects	58	57	85	-27	* Corporate Project costs relating to paperless project were not initially identified within this budget but will be offset by underspends elsewhere.	-28	* Corporate project costs relating to paperless project were not initially identified within this budget but will be offset by underspends elsewhere.
Estates Management - Buildings	-68	-80	-74	6		-6	* Actual spend less than forecast due to re-evaluation of maintenance requirements of assets in light of possible disposals.
Housing Premises	-8	-1	-4	-4		3	
Administrative Expenses - Corporate Support	26	28	29	-3		-0	
Administrative Expenses - Human Resources	16	15	14	3		2	
Administrative Expenses - Property	4	4	2	2		2	
Support - Central Offices	447	485	493	-46	* Forecast overspend due to improved lighting being installed within the offices which will reduce energy costs in future.	-9	* Materials for works due to be carried out in 2015/16 delivered at the end of 2014/15.
Support - Contact Centre	412	383	387	25	* Underspend due to staff turnover and vacant posts.	-4	
Support - Central Offices - Facilities	251	248	246	5		3	

2014-15 Provisional outturn

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Support - General Admin	238	261	241	-4		20	* Increased print income achieved towards year end than forecast.
Support - IT	745	800	765	-20	* Overspend due to increased costs for software maintenance, some one-off. Those ongoing have received growth in 2015/16.	35	* Additional, unbudgeted income for IT support to partnership arrangements.
Support - Local Offices	56	60	61	-5		-1	
Support - Nursery	0	0	3	-3		-3	
Support - Human Resources	314	272	271	43	* Underspend due to vacancies and maternity leave during the year.	1	
Support - Property Function	54	52	34	20	* Additional, unbudgeted income for IT support to partnership arrangements.	18	* Additional, unbudgeted income for IT support to partnership arrangements.
	<u>3,179</u>	<u>3,245</u>	<u>3,247</u>	<u>-68</u>		<u>-2</u>	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Environmental and Operational Services							
Asset Maintenance Car Parks	19	21	20	-1		1	
Asset Maintenance CCTV	16	16	15	1		1	
Asset Maintenance Countryside	8	6	5	3		1	
Asset Maintenance Direct Services	36	56	49	-13	* Installation of lift complete. Improvements made to mess room, toilets and MOT waiting room.	7	* £7248 repair and maintenance costs charged to depot trading account [as account in surplus] rather than further increase overspend on asset maintenance.
Asset Maintenance Playgrounds	14	2	1	13	* Small budget retained for any playground equipment replacement or repairs.	1	
Asset Maintenance Public Toilets	14	2	0	14	* Small budget retained for maintenance.	2	
Building Control Discretionary Work	0	0	3	-3		-3	
Building Control Partnership Members	0	0	0	0		0	
Building Control	-163	-133	-113	-50	* Income only slightly below budget. Savings on structural checking fees. Budget contains income connected with former shared management arrangements with T&MBC.	-20	* Income below profile for March. Difficult to predict accurate forecast as shared working with T&MBC commenced half way through the financial year and apportionment of costs not clarified until recently.
Car Parks	-1,717	-1,662	-1,658	-59	* Income £18,000 below profile on pay and display. First quarter rent paid for new Bligh's area in front of M&S. Energy and external printing costs over budget. On-street pay and display income has increased with motorists finding alternative on-street spaces.	-4	
Car Parks (VAT)	0	-72	-72	72	* Refund of VAT over several years.	0	
CCTV	216	251	260	-44	* Savings on transmission costs against profile. Budget contains challenging income targets which will only be partly offset by savings made during the year.	-9	* Portion of estimated transmission cost savings not realised increasing the impact of challenging income targets
Civil Protection	33	30	26	6		3	
Dangerous Structures	23	21	19	3		1	
Car Parking - On Street	-440	-439	-440	0		1	
Trade Waste (VAT)	0	-26	-26	26	* Past years VAT refund received for Trade Waste Collection.	-0	

2014-15 Provisional outturn

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
EH Commercial	255	245	257	-2		-12	* Revised cost-sharing arrangements with Partnership - overall outturn for Environmental Health shows favourable variance.
EH Animal Control	1	21	24	-24	* Over expenditure on kennel fees and vet fees, and reduced income due to owners not recovering dogs collected as strays.	-4	
EH Environmental Protection	382	352	377	5		-25	* Revised cost-sharing arrangements with Partnership - overall outturn for Environmental Health shows favourable variance.
Emergency	63	63	61	2		2	
Estates Management - Grounds	97	122	125	-29	* Essential tree maintenance work required.	-4	
Land Charges	-93	-118	-116	24	* Income £40,000 above profile. Additional part time assistant employed to bring performance levels back to target.	-1	
Licensing Partnership Hub (Trading)	0	0	0	0		0	
Licensing Partnership Members	0	0	0	0		0	
Licensing Regime	-5	10	10	-15	* Budgets contain challenging income targets which will only be partly met by savings elsewhere. Actual income, from fees, slightly above target.	0	
Markets	-192	-184	-183	-9		-1	
Parks and Recreation Grounds	96	116	118	-21	* Expenditure required at Bradbourne Lakes.	-1	
Parks - Rural	74	59	62	12	* Annual grant received for Timberden Farm. Tree survey completed likely to result in maintenance costs.	-3	
Building Control Partnership Implementation & Project Cos	0	0	0	0		0	
Public Transport Support	0	0	0	0		0	
Refuse Collection	2,378	2,348	2,359	19	* Grant received from KRP for recycling promotion. Income for glass recycling higher than profile.	-11	* £6000 spent on recycling publicity material from KRP grant. £5000 income received over profile for March for glass recycling. £5700 over profile for March on sack purchase.
Administrative Expenses - Building Control	6	6	5	2		2	
Administrative Expenses - Health	24	10	11	13	* Savings on furniture, mobile phones and training.	-1	
Street Naming	14	4	5	9		-1	
Street Cleansing	1,240	1,240	1,235	6		5	* Earmarked expenditure for supplies and services, not required in March

2014-15 Provisional outturn

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Support - Health and Safety	18	14	14	5		1	
Support - Direct Services	52	45	39	13	* Savings on internal printing and mobile phones. Training delivered in manual handling and driver CPD.	6	* Due to workloads it was not possible to deliver elements of training anticipated. Will be delivered in 2015/16.
Taxis	-20	-30	-26	6		-4	
Public Conveniences	43	55	56	-13	* Budget contains challenging income following transfer of conveniences.	-1	
Air Quality (Ext Funded)	0	0	3	-3		-3	
	2,501	2,459	2,535	-35		-76	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for Year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Environmental and Operational Services (TASK)							
Refuse	-71,881	-132,000	-125,162	53,281	* Fuel costs £30,000 below profile. Savings on fixed transport costs. Paid bulky income above profile.	-6,838	* Agency staff costs £7000 higher and transport repairs £4000 higher than profiled in March. Paid bulky income £1700 higher than profiled in March.
Street Cleaning	66,163	36,000	51,683	14,480	* Savings due to vacancies now filled. Savings in fuel costs.	-15,683	* Transport repairs £15,600 higher than profiled in March.
Trade	-11,182	8,000	9,194	-20,376	* Over expenditure of £25,000 on previous disposal charges (£130/tonne). Now delivery direct to Allington, Waste and Energy Plant, at £100/tonne.	-1,194	
Workshop	0	-54,000	-45,146	45,146	* Income £79,000 above profile on vehicle repairs.	-8,854	* Expenditure on vehicle parts £14,000 above March profile. Will be recovered once repairs completed. Income from vehicle repairs £9000 above March profile.
Green Waste	-24,099	-13,000	-32,336	8,237		19,336	* Income from new permits and sale of sacks higher than March profile. Expenditure on new bins £12,000 less than March profile.
Premises Cleaning	-25,038	-28,000	-28,361	3,323		361	
Cesspools	-12,351	-7,000	-7,811	-4,540		811	
Pest Control	15,250	8,000	4,388	10,862	* Higher than expected income due to additional rodent work.	3,612	
Grounds	-1,296	-4,000	-5,199	3,903		1,199	
Fleet	0	0	4,337	-4,337		-4,337	
Depot	0	0	-14,913	14,913	* Income from winter gritting £15,000 higher than March profile.	14,913	* Income from winter gritting £15,000 higher than March profile.
Emergency	934	-1,000	-2,235	3,169		1,235	
	-63,500	-187,000	-191,561	128,061		4,561	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Financial Services							
Action and Development	7	7	4	3		3	
Benefits Admin	1,071	1,026	1,092	-21	* Increased income following the re-negotiation of the partnership agreement with Dartford BC. Additional agency staff to address high volumes.	-66	* Re-allocation of 'Dartford Partnership Hub' account.
Benefits Grants	-659	-659	-659	0		0	
Consultation and Surveys	3	1	0	3		1	
Corporate Management	989	823	863	125	* The Council has been able to make a financial contribution to the targeted underspend for this year by committing to reducing spend on consultants and other services and through the quality of its work in producing the Statement of Accounts ensuring no additional external audit charges are levied and the fees for the year are as programmed by the Audit Commission.	-40	* The variance between forecast and actual expenditure across the corporate management budget is related to performance awards on corporate salaries and reduced charges on the previous year for additional work on the benefit subsidy grant.
Corporate Savings	166	5	0	166	* The savings created from the Council's vacant posts are in excess of the budget profile and expected spend on market supplements is beneath budget for the year.	5	
Dartford Partnership Hub (SDC costs)	-552	-364	-552	-0		188	* The hub accounts are allocated out to 'Benefits Admin', 'Local Tax' and 'Support - Audit Function' at year end.
Equalities Legislation	18	14	14	4		0	
External Communications	172	172	174	-2		-2	
Housing Advances	2	2	1	2		2	
Local Tax	452	300	236	216	* Increased income following the re-negotiation of the partnership agreement with Dartford BC. Additional funding was also received from the major precepting authorities for Council Tax Support.	64	* Re-allocation of 'Dartford Partnership Hub' account.
Members	412	379	377	36	* Some Members did not claim their full allowance and the rules state that Members cannot claim more than one Special Responsibility Allowance.	2	
Misc. Finance	2,326	2,603	2,604	-277	* Budget for Discretionary Rate Relief not required. Costs associated with development projects are included here.	-1	

2014-15 Provisional outturn

	Annual Budget	Forecast Outturn	Actual Outturn	Difference between Budget and Final Outturn	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Dartford Partnership Implementation & Project Costs	-30	-218	-101	71	* External funding received that will fund SDC's share of the Benefits increased workload as above.	-117	* The Dartford Partnership Project Costs are allocated out to 'Benefits Admin', 'Local Tax' and 'Support - Audit Function' at year end.
Performance Improvement	6	-10	-20	26	* Variance is as a result of New Burdens Grant to assist the Council in managing applications under the Community Rights legislation. The work required to administer the scheme has been absorbed in to the work of the Transformation & Strategy service at no additional cost.	10	* An additional new burdens grant was paid to the Council as a contribution to the costs of meeting the Governments Transparency Regulations. The monies were not received by the Council until 26 March.
Administrative Expenses - Corporate Director	0	0	0	0		0	
Administrative Expenses - Chief Executive	27	12	10	17	* Efficiencies due to the merger of several admin accounts.	2	
Administrative Expenses - Financial Services	42	27	31	11	* Reduced spending on printing and publications.	-4	
Administrative Expenses - Transformation and Strategy	11	5	4	6		0	
Support - Audit Function	139	162	187	-48	* Two vacancies contributing to the vacancy pot. The impact of this is shown here as they are Sevenoaks specific, but the salary budgets are included in the partnership hub. Re-negotiation of the partnership agreement with Dartford BC.	-25	* Re-allocation of 'Dartford Partnership Hub' account.
Support - Exchequer and Procurement	132	139	137	-5		2	
Support - Finance Function	206	161	150	56	* Work on non finance partnerships was contained within original resources.	11	* Work on non finance partnerships was contained within original resources.
Support - General Admin	142	150	175	-32	* Increase in insurance premiums.	-25	* Increase in insurance premiums.
Treasury Management	101	106	121	-21	* Increased bank charges and one-off legal fees.	-16	* Increased bank charges and one-off legal fees.
	5,183	4,841	4,847	335		-6	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Housing							
Energy Efficiency	23	23	26	-2		-3	
Gypsy Sites	-31	-19	-19	-12	* Additional work on the site, to bring several pitches up to standard due to damage discovered after several long standing tenants left. This is mainly offset by a waste water refund and the balance of a grant.	-0	
Homeless	96	93	94	2		-1	
Disabled Facilities Grant Administration	0	0	1	-1		-1	
Housing	445	434	437	8		-3	
Housing Initiatives	6	4	6	1		-1	
Homelessness Prevention	0	0	4	-4		-4	
Needs and Stock Surveys	0	0	0	0		0	
Housing Option - Trailblazer	0	0	0	0		0	
Private Sector Housing	155	151	153	1		-3	
Administrative Expenses - Housing	17	9	12	5		-2	
Sevenoaks Switch and Save	0	0	2	-2		-2	
Homelessness Funding	0	0	0	-0		-0	
Leader Programme	10	9	10	0		-0	
	721	705	725	-4		-20	

Agenda Item 5

15/09/24

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Legal and Governance							
Civic Expenses	16	16	15	1		1	
Democratic Services	117	109	112	6		-2	
Elections	62	57	57	4		-1	
Register of Electors	131	129	131	0		-2	
Administrative Expenses - Legal and Governance	72	62	63	9		-1	
Support - Legal Function	190	161	162	27	* Income generated from s.106 agreements and miscellaneous sources exceeded expectations for the first quarter. However, the new CIL arrangements came into place 4th August 2014 which has already resulted in a reduction in income.	-1	
	588	534	541	47		-7	

2014-15 Provisional outturn

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (<i>starred items</i>)	Difference between your forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (<i>starred items</i>)
Planning Services							
Conservation	43	39	40	3		-1	
Planning Policy	402	451	459	-57	* Rather than funding policy work from the LDF reserve we will make use of the in-year overachievement in fee income.	-8	* The budget was revisited in light of the likely costs associated with the local plan review and the reserve was supplemented accordingly. In addition there were staffing costs (recruitment) that affected the favourable position.
LDF Expenditure	0	41	53	-53	* Rather than funding policy work from the LDF reserve we will make use of the in-year overachievement in fee income.	-12	* There were additional costs associated with the production of the hard copy ADMP.
Neighbourhood Plan	0	0	0	-0		-0	
Planning - Appeals	190	179	180	10	* This variance is a result of underspending on consultants and legal costs. However this is partially offset by costs awarded against the Council, and expenditure on the public inquiry for Singles Cross.	-1	
Planning - CIL Administration	0	3	3	-3		0	
Planning - Counter	-0	-0	-0	-0		0	
Planning - Development Management	299	79	71	228	* The overachievement on fee income is the result of a relatively small number of high fee applications and an increase in application numbers throughout the year.	8	* This is attributable to additional fee income at the end of the year.
Planning - Enforcement	273	252	249	24	* This is a result of a vacant administrative post.	4	
Fort Halstead	0	-15	-22	22	* This is income from the planning performance agreement relating to the application at Fort Halstead.	7	* In-house staff have backfilled to cover the loss of agency temps and the forecast outturn was not adjusted.
Administrative Expenses - Planning Services	37	28	28	9		-0	
Administrative Expenses - Policy and Environment	0	0	0	0		0	
	1,243	1,058	1,060	182		-3	

Item 6 – Community Safety Strategy & Action Plan 2015-16

The attached report was considered by the Housing and Community Safety Advisory Committee relevant minute extract below:

Housing and Community Safety Advisory Committee – 27 March 2015 (Minute 41)

The Chief Officer Communities & Business introduced a report which reminded Members of the Council's obligation under the Crime & Disorder Act 1998 to undertake an audit of crime and disorder in the district and to co-operate in the development and implementation of a strategy and action plan to tackle it. The most recent Strategic Assessment in November 2014 had identified the priorities as: domestic abuse; burglary; anti-social behaviour including environmental offences; substance misuse; vehicle crime; road safety; theft; and young people's issues. The report sought approval for the 2015-16 Community Safety Strategy & Action Plan, which responded to these priorities.

Officers advised that the clearing of fly-tipping currently took place through the Clean Kent Campaign, which was being dissolved. The Chief Officer Environmental & Operational Services was investigating how fly-tipping would be approached in the future.

The Community Safety Manager explained that the Community Policing team would be proactive in visiting Speed Watch sites and assisting in enforcement. Although the number of speeding offences in the district was not high, it was a priority for residents and the district had the most Speed Watch volunteers in the county.

Although early intervention was not a separate heading in the Action Plan, the Community Safety Manager confirmed that early intervention was included in the actions found in the Plan and several projects were based around early intervention for young people on the cusp of offending. In response to a question, Officers added that the Council had worked to engage with the Gypsy and Traveller community in particular by establishing a weekly advice surgery at its Hever Road site, using the HERO project and the 8 to 12s project, while West Kent Housing was active, particularly in Swanley.

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 Cabinet that the Community Safety Strategy & Action Plan for 2015-16 be approved.

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COMMUNITY SAFETY STRATEGY & ACTION PLAN 2015-16

CABINET – 4 JUNE 2015

Report of Chief Officer Communities and Business

Status: For Consideration

Also considered by: Housing & Community Safety Advisory Committee - 26 March 2015

Key Decision: No

Executive Summary:

This report seeks approval for the 2015-2016 Community Safety Strategy and Action Plan. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

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

Portfolio Holder Cllr. Michelle Lowe

Contact Officer(s) Kelly Webb x7474

Recommendation to Housing & Community Safety Advisory Committee: Members views are sought.

Recommendation to Cabinet: that the Community Safety Strategy & Action Plan for 2015-16 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.
- 2 The Strategic Assessment undertaken in November 2014 identified eight Community Safety priorities for the District, in no particular order, as follows:

Agenda Item 6

- Anti-Social Behaviour (incl. environmental crime)
- Burglary (Burglary Other than Dwelling and Burglary Dwelling)
- Vehicle Crime (Theft Of Motor Vehicle and Theft From Motor Vehicle)
- Substance Misuse
- Young People's Issues
- Domestic Abuse
- Handling stolen goods (incl. Shoplifting)
- Road Safety

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.

- 3 The draft 2015-2016 Sevenoaks District Community Safety Strategy and Action Plan sets out Partnership activity aimed at addressing the above priorities.

Key Implications

Financial

- 4 The funding required to deliver the Action Plan comes from the Police and Crime Commissioner and SDC Core Budget from the core budget 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.

- 5 There are no legal issues arising from this action plan.

Equality Assessment

- 6 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 report 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.
- 7 There are no negative impacts – the action plan applies to all. The action plan seeks to reduce crime and anti-social behaviour and improve feelings of safety. The action plan looks at 8 priorities that have been highlighted through the strategic assessment completed in November 2014. All victims of crime and anti-social behaviour are treated equally and fairly regardless of disability, age, sexual orientation, gender reassignment, marital or civil partnership, race, gender, carer status or religion and belief.

Safeguarding Children and Vulnerable Adults.

- 8 The Action Plan makes a positive contribute to the safeguarding of children and vulnerable adults in the District.

Resource (non financial)

- 9 The Action Plan will be delivered by the Council's Community Safety Team with partner agencies.

Sustainability Checklist

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

Conclusions

- 11 The Community Safety Action Plan for 2015-16 sets out Community Safety priorities for the District based on an assessment of crime and disorder and a multi-agency action plan aimed at tackling those priorities. Partner agencies are accountable for their own actions within the Action Plan and are monitored by the Community Safety Partnership.

Appendices

Appendix

Draft Sevenoaks District 2015-2016
Community Safety Strategy and
Action Plan

Background Papers:

2014 Strategic Assessment of Crime and Disorder in
the Sevenoaks District

Lesley Bowles
Chief Officer Communities & Business

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Sevenoaks District

Community Safety Partnership

Annual Action Plan 2015 - 2016 DRAFT



Sevenoaks District
Community Safety Partnership

Contents

Introduction	Page 3
Priority issues 2015-16	Page 4
Success measures	Page 6
Burglary	Page 7
Vehicle Crime	Page 9
Anti-Social Behaviour incl Environmental Crime	Page 11
Youth Issues	Page 14
Domestic Abuse	Page 16
Substance Misuse	Page 18
Handling of Stolen Goods incl Shoplifting	Page 21
Road Safety	Page 23
Glossary	Page 25
Partners	Page 26
Terms of reference	Page 27
Partnership structure	Page 28
Map of Sevenoaks District	Page 29

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Action Plan 2015-16

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 2015-16

The Strategic Assessment undertaken during the winter of 2014 has identified 8 priorities for the Partnership to tackle during 2015-2016. The data referred to in this Action Plan is based on the Strategic Assessment, which uses data between December 2013 – November 2014, 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 2015. Crime types are compared with their “Most Similar Groups” a benchmarking group set up by the Home Office, of partnerships thought to have similar characteristics.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour (including Fly-Tipping)
- Burglary (including Burglary Other than Dwelling)
- Theft Offences (including Shoplifting, Theft of Metal and Theft Offences)
- Substance Misuse
- Young People’s Issues
- Vehicle Crime (Theft of Motor Vehicles and Theft of Motor Vehicles)
- Domestic Abuse
- Road Safety

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 reduce recorded crime.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan is linked to each priority. 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, 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 2015-16

SUCCESS MEASURES

All recorded crime

All Victim Based Crime reduced compared with the previous year

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 and positive media for young people to be maintained

The number of young people entering the criminal justice system for the first time to be reduced.

Burglary

Number of dwelling & non dwelling (shed, commercial/retail premises) burglaries to be reduced compared with the previous year

Vehicle Crime

Number of Vehicle Crimes (Theft of vehicles and Theft from vehicles) to be reduced compared with the previous year

Theft offences & handling stolen goods (incl shop lifting, theft of metal & metal offences)

The number of businesses participating in the Safer Town Scheme to be increased by 10 %

The number of exclusion/banning notices issued to be increased by 10%

Speeding incl Road Safety

Maintain the number of voluntary speed watches and Police enforcement

Substance Misuse

Substance Misuse Action Plan to be 85% on target

Domestic Abuse

The number of repeat incidents & repeat victims of Domestic Abuse to be reduced by 2%

Domestic Abuse Action Plan to be 80% on target

Burglary

Burglary is divided into Burglary Dwelling and Burglary Other offences.

Kent Police data shows that burglary offences in the Sevenoaks District have decreased by 17% (133 offences) compared with figures for same period last year (April – November 2013). The District ranks very poorly in County comparisons being the 3rd highest for Burglary Dwelling offences and 4th highest for Burglary other than Dwelling. The District has the highest rate of burglary offences in its Most Similar Group (see glossary on page 25), known as MSG.

The following wards experienced the most incidents of burglary with each ward reporting over 40 burglary offences (April 2014 to November 2014):

- Ash
- Brasted, Chevening and Sundridge
- Halstead, Knockholt and Badgers Mount
- Hartley and Hodsoll Street
- Otford and Shoreham
- Seal and Weald

Burglary Dwelling

Burglary Dwelling makes up 8 % of the total recorded crime in the Sevenoaks District. Burglary Dwelling has seen a reduction of 0.5%, compared with the same period last year, with the number of offences falling from 291 to 288. The County picture is not dissimilar, with 5 other districts reporting a decrease in Burglary Dwelling offences over the same time period. Comparative performance is poor with Sevenoaks District ranking 3rd highest in the County and highest in MSG.

Burglary Other than Dwelling (BOTD)

BOTD makes up 10% of total crime in the District (based on recorded figures for April to November 2014). The Sevenoaks District now has the 4th highest recorded crime rate for BOTD in the County and highest in the MSG.

	Priority Action	Lead Agency	Other Partners	By When	Funding
	Burglary (Dwelling and BOTD)				
1.1	Proactively target action on hot spot areas using Pred Pol data and Op Cocoon through the monthly Daily Tasking meetings	CSU	Police Housing Assoc KCC Wardens	April 2015	Existing Budgets
1.2	Help address perception of Burglary by communicating effective key messages by all front line staff to residents and Town & Parish Councils	CSU	Police KCC Wardens	April 2015	Existing Budgets
1.3	Expand role of Integrated Offender Management Unit (IOM) to help support intervention for prisoners who have received 12months or less for Burglary crimes	Probation Service	Police CSU	Sept 2015	Existing Budgets
1.4	Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Burglary other than Dwelling across the District	KCC Wardens	CSU	On-going	Existing Budgets
1.5	Through Media campaign help promote CSU and education about Burglary & BOTD through Twitter & Face book	CSU	Police Housing Assoc KCC Wardens	April 2015	Existing Budgets
1.6	North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home Security	NWKCPP	CSU	On-Going	Existing Budgets

Vehicle Crime

Kent Police data shows Vehicle crime (which includes Theft From Motor Vehicle and Theft Of Motor Vehicle) is down 19.9% compared with the same period last year (April – November 2014). The District ranks very poorly in County comparisons at 2nd highest for Theft of Motor Vehicle and 4th highest for Theft from Motor Vehicle. The District has the 2nd highest rate of vehicle crime in its MSG.

The figure for TFMV stands at 346 for this period. This is a reduction of 23.9% (109 offences) on the same period last year. The District is the 4th worst performing area in Kent and 2nd worst in the MSG. Despite a slight reduction of 5.5% (7 offences) bringing the total number of TOMV to 119 this period, the District still ranks very poorly and comes 5th highest in the County and 2nd highest in its MSG.

The following wards experienced the most incidents of vehicle crime with each area reporting over 30 crimes (April 2014 to November 2014):

- Farningham, Horton Kirby and South Darenth
- Fawkham and West Kingsdown
- Swanley Christchurch
- Swanley St Mary's
- Swanley White Oak

Theft of a Pedal Cycle

Pedal cycle theft has had a very slight increase of 7.4% (2 offences) from 27 to 29 offences. Sevenoaks District has the lowest rate in the County and ranks lowest (best) in MSG Theft of a Pedal Cycle.

Priority Action		Lead Agency	Other Partners	By When	Funding
VEHICLE CRIME (TOMV & TFMV)					
2.1	Target beauty spot locations and work with trusts and rangers to raise awareness. Use high visibility patrols and wildlife cameras	CSU	Police National Trust KCC Wardens	April 2015	Existing Budgets
2.2	Promote Safe Plates, work with local dealerships and promote the service through PCSO surgeries	CSU	Police	May 2015	Existing Budgets
2.3	Expand role of Integrated Management Offender Unit to help support intervention for prisoners who have received 12 months or less for Burglary crimes	Probation Service	Police CSU	Sept 2015	Existing Budgets
2.4	Targeted work through the Tasking & Co-ordination Group to identify hotspot locations and be proactive in those areas; use Pred Pol data	Police	CSU	April 2015	PCC Budget
2.5	Through Media campaign help promote CSU and education about TOMV and TFMV through Twitter & Face book	CSU	Police Housing Assoc KCC Wardens	April 2015	Existing Budgets

Anti-Social Behaviour including Environmental Crime

Evidence shows that Anti-Social Behaviour (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.

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.

In addition to calls to the Police, SDC has received 190 calls regarding ASB this year, which represents an increase of 47 incidents (32.9%), compared to the previous year.

The most prominent ASB issues reported to SDC are:

- Rowdy behaviour
- Nuisance Behaviour (incl Neighbour disputes)
- Intimidation/Harassment (incl neighbour disputes)

The top 3 wards for reporting anti social behaviour to the District Council were the three Swanley wards followed by Edenbridge South and West.

MOAT Homes do not have an ASB database. However, they were able to identify 'Noise' as the highest reports of ASB.

West Kent Housing received 460 complaints of ASB this year. Highest being Noise at 126 and Harassment at 116.

ASB continues to be the highest recorded incidents within the CCTV service much higher than all other crimes reported/detected.

Fly Tipping

Flytipping has seen a slight rise this year and remains one of the most prominent issues. Sevenoaks District Council Direct Services received 923 reports of fly tipping between October 2013 – September 2014. This was a 25.3% increase, 188 more reports, with 380 of them removed. 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.

Sevenoaks District has the second lowest recorded fly tipping in Kent and that there has been a general reduction in the trend in fly tipping in the District since 2008/9. The information from Clean Kent is that one of its most prominent areas for fly tippers is in our District, Donkey Lane, Eynsford.

Abandoned Vehicles

Abandoned vehicles have seen a slight increase over the last year, with 109 reports (1 more than same period last year) being made to SDC and 7 vehicles being removed. The low proportion of vehicles removed is in the most part due to the vast majority of those vehicles reported either being driven or declared SORN (Statutory off Road Notice) and parked off-road.

Graffiti

Graffiti reports to the Council have decreased by 30.7% (12 reports) this year with 27 recorded incidents. There were 13 offensive graffiti reports between October 2013 and September 2013 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

Priority Action	Lead Agency	Other Partners	By When	Funding	
Anti-Social Behaviour Including Environmental Crime					
3.1	Increase number of prosecutions for fly tipping through camera deployment. Awareness campaigns through local Charters (modelled on Keep Britain Tidy pilots) and prioritise hotspots	KCC Clean Kent CSU	KCC Wardens PCSOs Housing Assoc	April 2015	Existing Budgets
3.2	Campaign around prevention of Cyberbullying and e-safety in schools especially around vulnerable children and adults	CSU Police	Early Intervention Team Schools Voluntary Organisations	April 2015	Existing Budgets
3.3	Good Neighbour campaign around noise, harassment. Encourage resident responsibility in speaking with their neighbours to resolve low levels issues, referrals into mediation and managing expectations for agencies in responding to clashes of lifestyles. Take joint proactive action in response to more serious cases of noise nuisance and harassment reported.	Moat Housing WKHA CSU	SDC Housing Team KCC Community Wardens	April 2015	Existing Budgets
3.4	Promote joint partnership working on the new ASB legislation	CSU	Housing Assoc Legal Teams	April 2015	Existing Budgets
3.5	Use a targeted approach to ASB concerns with KCC Community Wardens and Police Community Support Officers	CSU Police KCC Community Wardens	Housing Assoc	May 2015	Existing Budgets
3.6	Respond to ASB issues through the daily Tasking Process and report back in 100% of cases	CSU	All Partners	On-Going	Existing Budgets

Youth Issues

There has been a slight increase in the number of youth offenders (under 18 years) entering the Youth Justice System for the first time, with figures for the District rising by 14.3% from 70 to 80 offenders over the period July 2013 to June 2014. Swale and Thanet were the only other two areas with an increase. 0.7% of the total District population of 10 to 17 year olds are recognised as youth offenders, this is an increase on last year's figures, which were 0.6% of the total District population. This District has the 2nd lowest rate in the County and is significantly better than the Kent average.

The three types of offences most frequently committed by children and young people in Sevenoaks were:

- Theft and Handling Stolen Goods (21.6%)
- Violence against the Person (16.6%)
- Criminal damage (16.8%)

The breakdown in offenders by gender continues to show that the majority of offences by young offenders are committed by males.

Not in employment, education or training (NEET)

Using KCC's data for October 2014, the number of young people recorded as NEET in Sevenoaks District has decreased from 89 to 65 compared to same period date last year (a reduction of 26.9%) over a 12 month period. This is the lowest number of NEETs in the County.

Schools

The data provided for bullying incidents across Kent is not consistently recorded so any analysis would be inaccurate. Whilst bullying is undoubtedly an issue for some young people, data is not included in the Assessment due to inconsistent reporting and recording methods.

The Kent Police Safer Schools Officer District posts were ended in May 2014 and a Police Divisional post was set up. PCSOs are now attending primary schools and focusing on e-safety in place of the Safer Schools Officer. Sevenoaks District Council has been visiting schools with partner agencies to deliver e-safety and did an e-safety campaign in February 2014 delivering mouse mats to local schools using a local celebrity and setting up a website.

Priority Action		Lead Agency	Other Partners	By When	Funding
YOUNG PEOPLE					
4.1	Identify repeat behavior in individuals (pre-offending) and work with Troubled Families to provide early intervention	Troubled Families Project	CSU Early intervention	April 2015	Existing Budgets
4.2	Deliver positive relationships programme to help break the cycle of Domestic Abuse. Do an audit of services and identify the gaps	CSU	Schools Youth Clubs 8-12s project	Sept 2015	Existing Budgets
4.3	Audit services in place for young people in the District to identify gaps and plan how to meet them Re-Design and influence KCC Youth Commissioning Service around youth work focusing on local needs	Early Help Commissioned Youth Services Volunteer Sector	All	March 2016	CSP Funding
4.4	Target detached youth work through the CSU	CSU Early Help Kenward Trust	Police Housing Assoc KCC Warden	On-Going	Existing Budgets
4.5	Continued promotion of E-Safety creating a centre for resources	SDC KCC CSU	Commissioned Youth Services Early Help	May 2015	Existing Budgets
4.6	Work with Youth Offending Service on community payback and make good use of the KFRS Youth programme	YOS KFRS	CSU	June 2015	Existing Budgets

Domestic Abuse

Domestic abuse has seen an increase in the number of incidents and the number of repeat victims this year. There have been an additional 120 incidents of domestic abuse recorded within the Sevenoaks District which represents an 18.4% increase on the previous year (April – November 2014). Sevenoaks District has also seen an increase in the number of recorded repeat incidents of domestic abuse with 12.7% more (21 reports, totaling 186).

Whilst on the surface this could reflect a rise in cases of domestic abuse, the increase could also be interpreted positively with more people feeling able to come forward and report domestic abuse to the Police. 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. Despite the recorded increase within the District, Kent figures for April 2014 to November 2014 rank Sevenoaks as lowest for rates of domestic abuse and repeat domestic abuse victims 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.

Priority Action		Lead Agency	Other Partners	By When	Funding
DOMESTIC ABUSE					
5.1	Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims	CSP Domestic ASB Group	All Partners KCC Youth Services	On going	Existing Budgets
5.2	Support young people to form positive and healthy relationships (to reduce onset of abusive behaviours and break the cycle of abuse. Promote key messages around domestic abuse prevention and support, linking in with national campaigns and promoting local services	DAVSS DA Working Group	VAWK EARLY HELP	June 2015	Existing Budgets
5.3	Raise awareness of Domestic Abuse in key groups (LGBT, Traveler Groups, Ethnic Minorities)	Domestic Abuse WG	All Partners	March 2016	Existing Budgets
5.4	External Evaluation of DA Services funded by CSP	CSP	DAVSS ISVA Choices CDAP	Sept 2015	Existing Budgets
5.5	Support local services to help victims and perpetrators in the District. Continued promotion of services via media campaigns	CSP	DA Working Group	April 2015	Existing Budgets
5,6	Structured review of Partnership working on Domestic Abuse - identify any gaps and duplications	CSU	DA Working Group	September 2015	Existing Budgets

Substance Misuse

Drugs

Since April 2013, drug offences are no longer recorded in the Victim Based Crime figures released by Kent Police. However, figures collated in I Quanta show total drug offences are down 25.7% (48 offences) with 142 recorded this year (April – November 2014). Sevenoaks has the lowest rate in the County and ranks 1st in Kent.

1 September 2013 – 31 August 2014 there were a total of 270 hospital admissions from 224 individuals for mental and behavioral disorders due to psychoactive substance use (alcohol and drugs) in the District. This is the second lowest figure in Kent.

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 level¹. 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.

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.

Substance misuse treatment services in Sevenoaks District are provided by CRI, 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. CRI commenced services in West Kent from 1st April 2012.

CRI work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CRI 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 CRI 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.

The CSP funds Kenward Trust to deliver low level Substance Misuse Youth Services. Between January and November 2014 they have engaged with over 250 young people, visited over 25 hotspots that have been a community concern and engaged with schools to deliver substance misuse projects

Priority Action		Lead Agency	Other Partners	By When	Funding
SUBSTANCE MISUSE					
6.1	Preventative and early intervention youth work to address identified local needs and improve well-being of young people. Link with other services including Mental Health Services	KCA Substance Misuse TG Kenward Trust	EARLY HELP KCC Youth Services Early Intervention Team	On going	Choosing Health CSP Alternative funding
6.2	Early intervention outreach to be targeted and responsive	Kenward Trust	CSU KCC Youth Services	April 2015	Existing budgets
6.3	Structured interventions around underage drinking and NPS (Legal Highs)	Trading Standards Kenward Trust KCA	CSU	May 2015	Existing Budgets
6.4	Mapping and evaluation of Substance Misuse services	CSU	CRI KCA Kenward Trust	Sept 2015	Existing Budgets
6.5	Investigate "Recovery Community" with the initiative of Dry Bars	Kenwards Trust CSP	All Partners	May 2015	Existing Budgets
6.6	Local response to national campaigns including vulnerable adults, older people and public health campaigns	Substance Misuse Task Group	All Partners	May 2015	Existing Budgets

Handling of Stolen Goods including Shoplifting

Theft and Handling Stolen Goods and Shoplifting have both increased.

Theft and Handling of Stolen goods

Sevenoaks District has seen a slight increase of 1.4%, with 13 more offences recorded compared to same period last year April 2014 – November 2014.

Sevenoaks District still has the 2nd lowest rate per 1000 population in the County. In contrast, the District has the 4th lowest rate in MSG but the crime rate still sits just below average.

Shoplifting

Sevenoaks District has seen an increase in the number of shoplifting offences, April 2014 – November 2014 compared to same period last year of 26.9% 72 offences. Despite this the District ranks 3rd lowest crime rate in the County and 4th best in its MSG.

As with the previous year's strategic assessment, despite the Sevenoaks District's relatively good performance when compared to the rest of Kent, combined theft offences account for the largest proportion of crime in Sevenoaks.

The Sevenoaks District Business Crime Reduction Partnership has struggled to retain business members. Although some new shops in the Town centres have joined the scheme, some of the smaller businesses have pulled out.

Priority Action		Lead Agency	Other Partners	By When	Funding
Handling of Stolen Goods incl SHOPLIFTING					
7.1	Develop email groups to send out bespoke messages for specific themed retailers. Encourage greater ownership of this crime type by shop owners	BCRP	CSU Economic Development	May 2015	Existing resources
7.2	Identify repeat offenders. Share images with CCTV and do more preventative work with shop owners	Police CCTV	CSU BCRP	April 2015	Existing resources
7.3	Publicise arrests through Social Media especially around joint working with the Business Crime reduction Partnership	SDC Police	BCRP CCTV	April 2015	Existing Budgets
7.4	Co-ordinated multi agency operations concerning retail theft and enhance visibility, eg by conducting Safer Plates ops in retail car parks	Police	CSU	April 2015	Existing Budgets
7.5	Work with BCRP to increase board members, businesses and take forward new technology	BCRP	CSU	April 2015	Existing Budgets
7.6	Work with Trading Standards on repeat offenders of Handling of Stolen Goods	Trading Standards	CSU	April 2015	Existing Budgets

Road Safety

Road Traffic Accidents

Throughout Sevenoaks there are major trunk roads e.g. M25/A21 which facilitate the majority of traffic through the District. Unfortunately the figures for major trunk roads and local roads are not available separately.

KCC Highways figures released for July 2013 - June 2014 show a slight increase (1.3%) in RTA casualties in the District compared with the same period the previous year. 553 RTA casualties were recorded during this period and the Sevenoaks District has the fourth highest number of RTA casualties in the County, after Maidstone, Dartford and Swale. 12.6% of all RTA casualties were classified as Killed or Seriously Injured (KSI) with Sevenoaks District also reporting the fourth highest number of KSI RTA casualties in the County.

Road Safety for young people appears to be good in comparison with the rest of the County – Sevenoaks was in the middle of the table ranking joint 6th lowest with Canterbury and Dartford on the number of child casualties recorded in Kent. July 2013 – June 2014 saw 5 casualties aged 16 or under.

Speed Watch

Speeding and perception of speed is a high concern for residents across the District and has featured in all PACT (Partners and Communities Together) Panel's action plans.

Speed Watch training has worked well in the District with residents being trained by Kent Police to monitor the speed of vehicles passing through their community. In November 2014 a total of 43 District locations for Speed Watch had been monitored and over 175 residents had been trained, over a quarter of all volunteers in Kent. Between December 2013 and November 2014, a total of 1096 letters were sent out to the owners of vehicles speeding within the District thanks to the Speed Watch initiative.

Priority Action		Lead Agency	Other Partners	By When	Funding
ROAD SAFETY					
8.1	Identify top 3 speeding sites within the District and work with KCC Highways and Town and Parish Councils to address the problem	KCC Highways Police	SDC	April 2015	Existing Budgets
8.2	Link the top 3 areas with Speed Watch campaign. Increase volunteers in those areas and in 8.1 above use with Police enforcement	CSU Police	Residents	June 2015	Existing Budgets
8.3	Work with young people on speed awareness, before driving	KFRS CSU	All Partners	April 2015	Existing Budgets
8.4	Co-ordinate work in schools. Investigate what work is going on and co-ordinate this with KFRS, Police and KCC Community Wardens	KFRS Police KCC Community Wardens	CSU	Sept 2015	Existing Budgets
8.5	Minimum of 4 Multi-Agency events to address speed enforcement	Police KFRS	CSU All Partners	March 2016	Existing resources
8.6	Education on road safety to be delivered through schools including Pedestrian and Cycle Safety	KFRS Police	CSU	June 2015	Existing resources KFRS

GLOSSARY:

ASB – Anti-Social Behaviour

BCRP – Business Crime Reduction Partnership

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

CXK - Connexions

DAVSS – Domestic Abuse Volunteer Support Services

EVA – Environmental Visual Audit

KCC – Kent County Council

KFRS – Kent Fire & Rescue Service

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

NEET – Not in Education, Employment or Training

PACT – Partners and Communities Together

PCC – Police & Crime Commissioner

SDC – Sevenoaks District Council

YOS – Youth Offending Service

Membership of the Community Safety Partnership and contact details

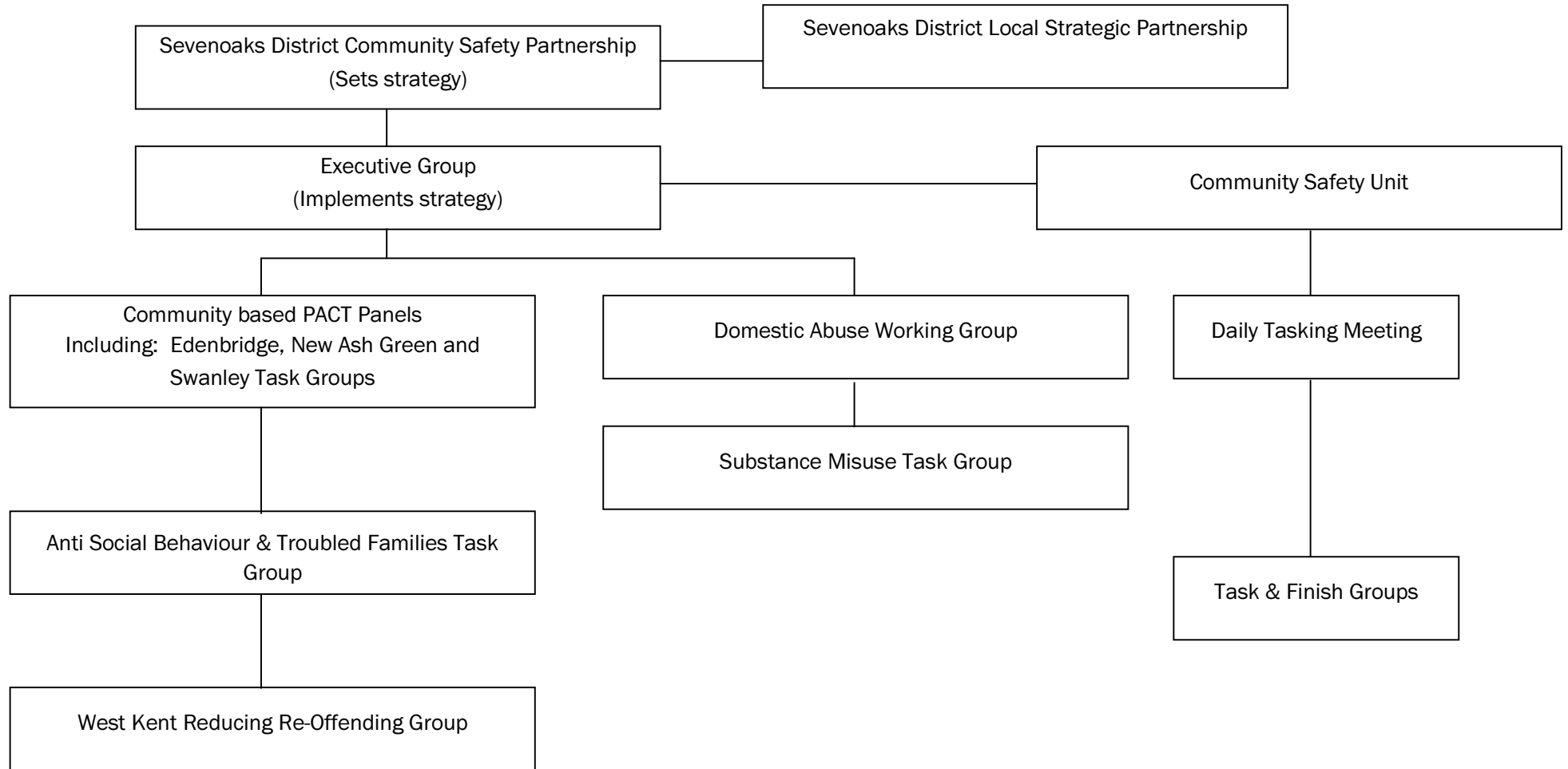
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks 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 Probation Service 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 0300 047 3130 Web: www.kentprobation.org</p>	<p>KCC Social Services Worrall House 30 Kings Hill Avenue, Kings Hill, West Malling Tel: 0300 041 1400 Web: www.kent.gov.uk</p>	<p>KCC Children, Families and Education The Willows Hilda May Avenue, Swanley, Kent, BR8 7BT Tel: 0300 041 1400 Web: www.kent.gov.uk</p>
<p>KCC Youth Offending Service Kent County Council Invicta House 2nd Floor Sessions Square Maidstone ME14 1XX Tel: 03000 421407 Web: www.kent.gov.uk</p>	<p>KCC Youth Service Area Youth Officer 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 PO Box 286 West Malling Kent ME19 4HW Tel: 03454 040506 Web: www.kent.gov.uk</p>	<p>KCC Community Safety Sessions House County Hall Maidstone ME14 1XQ Tel: 01622 696575 Web: www.kentpartnership.org.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: 0845 600 1006 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>
<p>Voluntary Action Within Kent 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.vawk.org.uk</p>			

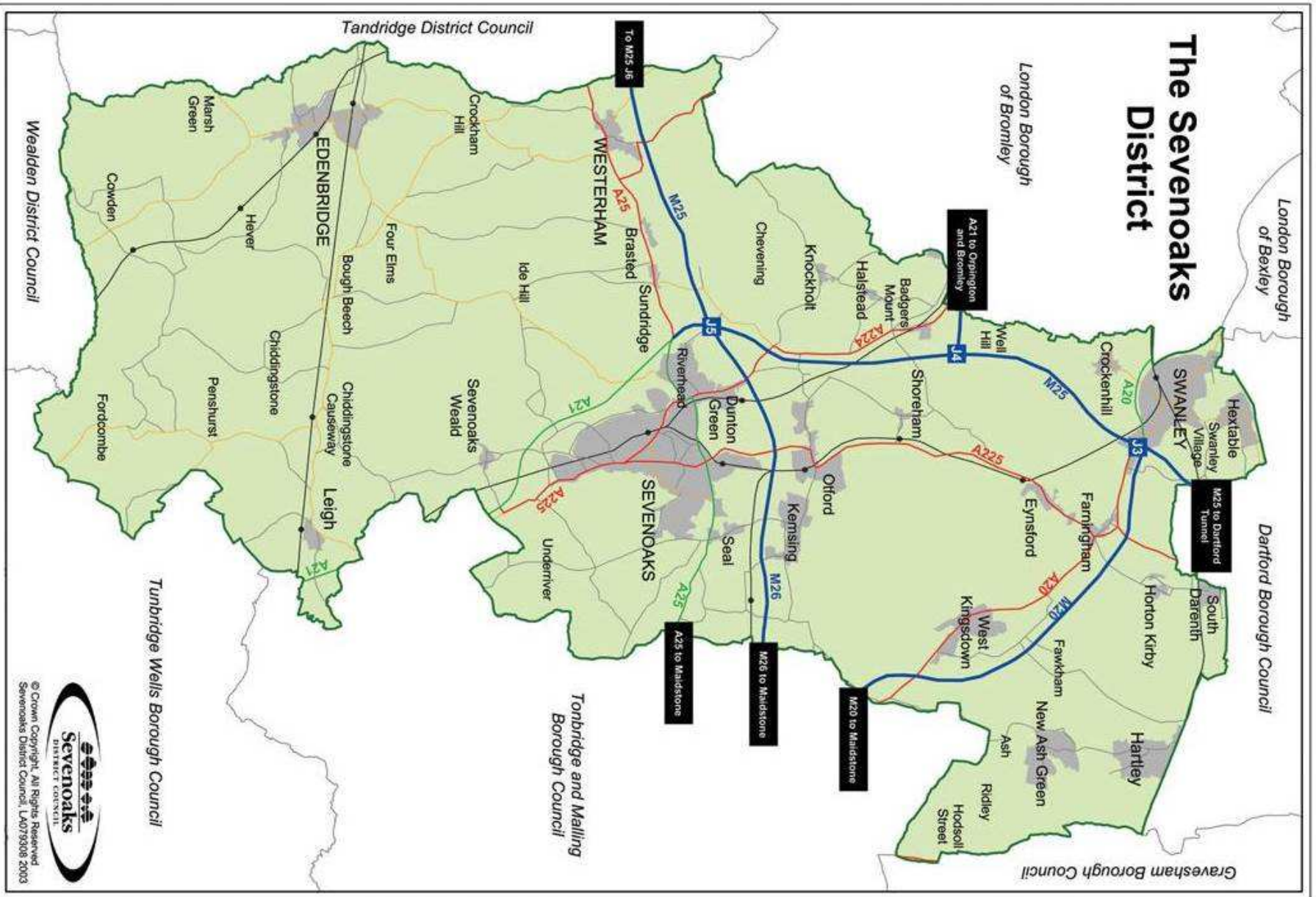
Terms of Reference

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





Enquiries to:

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