



Democratic Services

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# RESPONSIBLE AUTHORITIES GROUP

THURSDAY, 20 DECEMBER 2012  
2.00 PM

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ROOM 4  
CIVIC OFFICES  
CENTRAL MILTON KEYNES

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<http://cmis.milton-keynes.gov.uk/CmisWebPublic>

**Membership:** See Overleaf

If you have any enquires about this agenda please contact Tina Milner (Committee Manager) on Tel: (01908) 254737 or E-mail: [Tina.milner@milton-keynes.gov.uk](mailto:Tina.milner@milton-keynes.gov.uk)

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Please detach the slip below and return it to the Committee Manager.

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**Meeting Attended: Responsible Authorities Group**

Date of Meeting: 20 December, 2012

**Comments:**.....  
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**Contact Details (Optional)**.....  
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## MEMBERSHIP OF RESPONSIBLE AUTHORITIES GROUP (RAG)

### 1. Representatives of Responsible Authorities with voting rights

David Hill	Milton Keynes Council
Jeannie Ablett	Public Health
Supt. Barry Halliday	Thames Valley Police
Mick Osborne	Bucks Fire and Rescue
Kilvinder Vigurs	Thames Valley Probation

### 2. Non-Voting Chair:

Councillor P Geary	Milton Keynes Council
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### 3. Non-Voting Advisors to the Group:

Philip Ayles	Representing Rural Parish Councils
David Livingstone	Representing Urban Parish Council
Dr Sue Frossell	Representing Public Health

### 4. Observers

Councillor O'Neill	Safer and Stronger Communities Select Committee Chair
Councillor Eastman	Safer and Stronger Communities Select Committee

### 5. Officers:

Ch Insp Ed McLean	Thames Valley Police
Neil Coolman	Thames Valley Police
Jane Reed	Milton Keynes Council
Lee Westlake	Safer MK / Head of Service Youth Justice
Colin Wilderspin	Safer MK, Milton Keynes Council
Will Spurgeon	Assistant Director Targeted Services, Milton Keynes Council
Denise Butt	Thames Valley Probation
Kelly Allen	Safer MK, Milton Keynes Council
Tina Milner (Committee Manager)	Milton Keynes Council



## AGENDA

### 1. Welcome and Introductions

### 2. Apologies

### 3. Minutes

To approve as correct records, the minutes of the meetings of the Responsible Authorities Group (RAG) held on 20 September 2012 (**Pages 6 to 10**).

### 4. Performance Group Report

To consider a report from the Performance Group by Ch/Insp Ed McLean (Item 4) (**Page 11**).

### 5. RAG Terms of Reference

To consider the revised Terms of Reference by C Wilderspin (Item 5) (**Pages 12 to 17**).

### 6. Social Behaviour Strategy Group Terms of Reference

To consider the new Terms of Reference by C Wilderspin (Item 6) (**Page 18 to 34**).

### 7. SaferMK Support

To consider a report by L Westlake (Item 7) (**Pages 35 to 37**).

### 8. Police & Crime Commissioners (PCC) Update

To consider a report by C Wilderspin (Item 8) (**Page 38**).

### 9. Community Safety Parish Fund

To consider a report by C Wilderspin (Item 9) (**Page 39**).

### 10. Strategic Assessment/Survey Update

To consider a report and receive a presentation by K Allen (Item 10) (**Page 40**).

### 11. Community Safety Forum Feedback

To consider a report and receive a presentation by C Wilderspin (Item 11) (**Page 41**).

### 12. Supplementary Schools

To consider a report and receive a presentation by L Bartlett (Item 12) (**Page 42**).

**13. Members Items**

To receive items from Members

**14. Date of next meeting**

To note the date of the next Responsible Authorities Group meeting will be held on Thursday 21 March 2013 at 2.00pm.



## RESPONSIBLE AUTHORITIES GROUP (RAG)

Minutes of the Meeting held on Thursday 20 September 2012  
in Room 2, at Milton Keynes Council Civic Offices @ 14.00hrs

### PRESENT:

Councillor Peter Geary (Chair)

### Representatives of Responsible Authorities with Voting Rights:

Jane Reed (on behalf of David Hill)	Milton Keynes Council
Richard Jones (Independent Member)	Thames Valley Police Authority
Chief Inspector Ed McLean (on behalf of Supt. Barry Halliday)	Thames Valley Police
Greg Smith	Bucks Fire and Rescue Service
Denise Butt (on behalf of Kilvinder Vigurs)	Thames Valley Probation

### Co-opted members to the Responsible Authorities Group without Voting Rights:

Councillor H O'Neill	Community Safety, Crime and Policing Select Committee
Councillor D Eastman	Community Safety, Crime and Policing Select Committee
Parish Councillor David Livingstone	Representing Urban Parish Councils
Parish Councillor Philip Ayles	Representing Rural Parish Councils

### Officers:

Richard Solly	Head of Community Safety, Milton Keynes Council
Lee Westlake	Youth Offending Team Manager, Milton Keynes Council
Chief Inspector Ed McLean	Thames Valley Police
Neil Coolman	Thames Valley Police
Colin Wilderspin	SaferMK, Milton Keynes Council
Tina Milner (Committee Manager)	Milton Keynes Council

**OTHERS PRESENT:**

Councillor N Miles	Milton Keynes Council
Neil Dodds	MK Act, Milton Keynes Council

**APOLOGIES:**

David Hill	Milton Keynes Council
Supt. Barry Halliday	Thames Valley Police
Mick Osborne	Bucks Fire and Rescue Service
Kelly Allen	SaferMK
Will Spurgeon	Assistant Director Targeted Services
Kilvinder Vigurs	Thames Valley Probation

**RAG18 WELCOME AND INTRODUCTIONS**

1. That the Chair and Group thanked Mr Solly on his impending retirement, for devoting his life and service to the community.
2. That the Group asked that their condolences be sent to Greater Manchester Police in respect of the recent deaths of two officers.

**RAG19 MINUTES**

RESOLVED –

That the Minutes of the meetings of the Group held on 19 March 2012 and 21 June 2012, be approved and signed by the Chair as correct records.

**RAG20 PERFORMANCE GROUP REPORT**

The Group heard that as at the end of August 2012 there was a continued reduction year to date on all crime, although month on month there had been an increase of 10.7%. There had been significant increases in the overall serious acquisitive crime from May to July, however, data for year to date still showed a positive reduction. There was also positive news on all hate crime and for drugs and alcohol related crime by adults, although some centres were struggling to meet targets for the young people.

The Group heard that there was still insufficient data analysis with member organisations to conduct certain work, to support SaferMK Support Team, the Assistant Director (Housing and Communities) would investigate this to enable future provision of analysis.

It was noted that the Fire and Rescue Service was planning to organise a further emergency services operation, with a terrorist attack scenario, based along the successful 'Operation Shakespeare' that was arranged recently in Milton Keynes.



RESOLVED –

That the updated Performance Group Report for August 2012 be noted.

**RAG21 COMMUNITY SAFETY LEAD FOR MILTON KEYNES COUNCIL**

The Group heard that discussions had been held within Milton Keynes Council during the summer of 2012, concerning the Council's options for supporting the SaferMK Partnership, following the election of the Police and Crime Commissioner, and the retirement of the Head of Community Safety on 30 November 2012.

The Group was informed by the Assistant Director (Housing and Communities) that the Council were not looking to make savings by the removal of a Head of Service post. The Council was, however, looking at new ways of working and to provide a service that was fit for purpose, and recognised changes brought about by the forthcoming election of the Police and Crime Commissioner.

The Group heard that Mr L Westlake, Head of Youth Offending Services, would be responsible for strategic oversight of the SaferMK Support Team functions and that Mr C Wilderspin was to be the lead officer on the co-ordination and tasking functions of the Partnership. Within his strategic brief, Mr Westlake would also lead on re-shaping the partnership according to the wishes and requirements of members.

RESOLVED –

That the report be noted.

**RAG22 DOMESTIC VIOLENCE 'STANDING TOGETHER' REPORT**

The Group considered a report on Domestic Violence 'Standing Together' from the Domestic and Sexual Violence Reduction Co-ordinator. It was agreed that it would be good opportunity for Milton Keynes Council to take a strategic lead in this area and implement the changes appropriately.

The Group heard that the Home Office has announced that the minimum age for being registered as a domestic abuse victim is to be reduced from 18 to 16.

RESOLVED –

1. That the strategic lead be from Milton Keynes Council and shared by the Assistant Director (Housing and Communities) and the Assistant Director (Integrated Support and Social Care) to represent all matters involving domestic abuse.
2. That the Domestic and Sexual Violence Delivery Group be requested to formulate a strategic action plan that would be presented to RAG at a later date in order to tackle the issues in the report.

**RAG23 COMMUNITY SAFETY FORUM**

The Group considered a report on and an event agenda for the

Community Safety Forum to be held on 5 October 2012. The emphasis of the event was to explore how SaferMK moved forward and expand its partnership working.

The Group heard that SaferMK was planning to host a Community Safety Practitioner event during spring 2013.

RESOLVED –

1. That the final agenda for the SaferMK's Community Safety Forum to be held on 5 October 2012 be agreed.
2. That a Community Safety Practitioner event be held in spring 2013.

#### **RAG24 POLICE AND CRIME COMMISSIONERS (PCC) UPDATE**

The Group considered a presentation in respect of the Police and Crime Commissioners (PCC), and noted that the PCC would work alongside the full range of criminal justice and community safety partnerships.

The Group heard that a Chief Executive Group meeting was due to be held at Thames Valley Police HQ on 18 October 2012, and requested that the combined strategic over-arching views of Milton Keynes and surrounding areas be represented by the Chief Executive. The specific concerns expressed by the SaferMK partnership might not be sufficiently represented in the new structure.

RESOLVED –

1. That a statement be prepared for the Police and Crime Commissioner on the work of SaferMK.
2. That the Chief Executive be asked to take forward the Group's concerns and to look at a strategic over-arching view.

#### **RAG25 AGREEMENT OF TERMS OF REFERENCE**

The Group considered a report on the revised Terms of Reference.

RESOLVED –

That the Terms of Reference be noted.

#### **RAG26 UPDATE FROM MEMBERS**

RESOLVED –

That the Group noted the Police Authority had prepared its own report to the new Police and Crime Commissioner (PCC) for Thames Valley. The Group was also informed that there would be 41 individual PCCs, one representing each force area.

#### **INFORMATION ITEMS**

#### **RAG27 REVISED COMMUNITY SAFETY STRATEGY**

The Group received an information report in respect of the revised

Community Safety Strategy and heard that that Milton Keynes Council had taken a strategic lead on Domestic Violence, and that a report be submitted to a future meeting of this Committee.

RESOLVED –

That the report be noted.

**RAG28 SCRUTINY AND OVERVIEW WORK PROGRAMME**

The Group received an update on the work programme of the Community Safety, Crime and Policing Select Committee for 2012/13, and heard that a review was being conducted about the future of Neighbourhood Action Groups and their role in Community Safety in Milton Keynes. The review was expected to be completed by February 2013, which it was expected to be presented to RAG for any necessary decisions.

RESOLVED –

That the report be noted.

**RAG29 CRIMINAL JUSTICE AGENCIES AND HEALTH AND WELLBEING BOARD**

The Group heard an update on the Health and Wellbeing Board, and noted that enquiries had been made with a view to formalising links between the Board and the various criminal justice agencies. An update would be submitted to the next meeting of this Group.

RESOLVED –

That the update be noted.

**RAG30 STRENGTHENING FAMILIES**

The Group received an information report on Strengthening Families programme 2012-15, as part of the Government's Troubled Families Initiative.

The Group heard that 425 Troubled Families had been identified in the demographic area of Milton Keynes and that a further update would be submitted to the Group at a later date on the project outcomes.

RESOLVED –

That the report be noted.

**RAG31 DATE OF NEXT MEETING**

It was noted that the next meeting of the Responsible Authorities Group would be held on Thursday 20 December 2012 at 2.00pm.

THE CHAIR CLOSED THE MEETING AT 3.40 PM



SUMMARY OF NOTIFIABLE OFFENCES IN MILTON KEYNES: 1ST APRIL 2012 - 31st OCTOBER 2012

OFFENCES	FINALLY RECORDED			% CHANGE			CRIMES PER 1,000 POPULATION/HOUSEHOLD			SANCTION DETECTIONS			DETECTION RATES		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Victim Based Crime</b>															
Homicide and Child Destruction	3	4	0	-100.0%	0.01	0.02	0.00	0.00	0.00	3	4	0	100.0%	100.0%	0.0%
Causing Death Offences	1	1	2	100.0%	0.00	0.00	0.01	0.00	0.01	1	3	2	100.0%	300.0%	100.0%
Attempted Murder	0	0	1	0.0%	0.00	0.00	0.00	0.00	0.00	0	0	1	0.0%	0.0%	100.0%
Wounding Endangering Life (Sec.18)	22	45	31	-31.1%	0.09	0.19	0.13	0.17	0.17	17	23	17	77.3%	51.1%	54.8%
Other Violence against the Person with Injury	1,168	870	764	-12.2%	4.84	3.60	3.16	3.86	3.25	386	351	325	33.0%	40.3%	42.5%
<b>Total Violence against the Person with Injury</b>	<b>1,194</b>	<b>920</b>	<b>798</b>	<b>-13.3%</b>	<b>4.94</b>	<b>3.81</b>	<b>3.30</b>	<b>4.07</b>	<b>3.45</b>	<b>407</b>	<b>381</b>	<b>345</b>	<b>34.1%</b>	<b>41.4%</b>	<b>43.2%</b>
Assault without Injury	1,050	867	725	-16.4%	4.27	3.59	3.00	4.27	3.00	229	202	202	22.2%	25.0%	27.9%
Assault on a consensual without injury	69	52	55	5.8%	0.29	0.23	0.22	0.28	0.22	68	47	53	98.6%	90.4%	96.4%
Harassment Act Offences	410	183	98	-46.4%	1.70	0.76	0.41	0.76	0.41	57	42	39	13.9%	16.2%	39.8%
Threats to Kill	99	37	22	-40.5%	0.41	0.15	0.09	0.12	0.09	12	6	8	12.1%	16.2%	36.4%
Kidnapping	1	4	2	-50.0%	0.00	0.02	0.01	0.00	0.01	0	2	0	0.0%	50.0%	0.0%
Other Violence against the Person without Injury	8	11	11	37.5%	0.03	0.03	0.03	0.04	0.03	4	3	7	50.0%	37.5%	63.6%
<b>Total Violence against the Person without Injury</b>	<b>1,617</b>	<b>1,151</b>	<b>913</b>	<b>-20.7%</b>	<b>6.70</b>	<b>4.77</b>	<b>3.78</b>	<b>3.70</b>	<b>3.78</b>	<b>370</b>	<b>317</b>	<b>309</b>	<b>22.9%</b>	<b>27.5%</b>	<b>33.8%</b>
<b>Total Violence against the Person</b>	<b>2,811</b>	<b>2,071</b>	<b>1,711</b>	<b>-17.4%</b>	<b>11.64</b>	<b>8.58</b>	<b>7.09</b>	<b>7.77</b>	<b>7.09</b>	<b>777</b>	<b>698</b>	<b>654</b>	<b>27.6%</b>	<b>33.7%</b>	<b>38.2%</b>
<b>Sexual Offences</b>															
Rape	30	32	28	-12.5%	0.12	0.13	0.12	0.12	0.12	9	7	2	30.0%	21.9%	7.1%
Non Rape Offences	88	96	69	-28.1%	0.36	0.40	0.29	0.36	0.29	26	26	19	33.0%	27.1%	27.5%
<b>Total Serious Sexual Offences</b>	<b>118</b>	<b>128</b>	<b>97</b>	<b>-24.2%</b>	<b>0.49</b>	<b>0.53</b>	<b>0.40</b>	<b>0.48</b>	<b>0.49</b>	<b>38</b>	<b>33</b>	<b>21</b>	<b>32.2%</b>	<b>25.8%</b>	<b>21.6%</b>
Other Sexual Offences	70	81	46	-43.2%	0.29	0.34	0.19	0.34	0.19	11	18	9	15.7%	22.2%	19.6%
<b>Total Sexual Offences</b>	<b>188</b>	<b>209</b>	<b>143</b>	<b>-31.6%</b>	<b>0.78</b>	<b>0.87</b>	<b>0.59</b>	<b>0.82</b>	<b>0.68</b>	<b>49</b>	<b>51</b>	<b>30</b>	<b>26.1%</b>	<b>24.4%</b>	<b>21.0%</b>
<b>Stealing</b>															
Burglary Dwelling	626	392	444	13.3%	6.50	4.10	4.60	146	146	65	94	65	23.3%	24.0%	14.6%
Of Which Distraction Burglary	6	3	3	50.0%	0.10	0.00	0.00	4	1	0	1	0	66.7%	50.0%	0.0%
Burglary Non-Dwelling	677	563	668	18.7%	7.10	5.90	7.00	32	32	30	45	30	4.7%	8.0%	4.5%
Personal Robbery	148	147	118	-19.7%	0.61	0.61	0.49	40	40	33	37	33	27.0%	25.2%	20.0%
Business Robbery	20	35	17	-51.4%	0.08	0.15	0.07	4	7	3	3	20.0%	20.0%	17.6%	
Theft from Vehicle	1,100	881	1,053	19.5%	4.56	3.65	4.36	205	205	49	231	49	18.6%	26.2%	4.7%
Theft of Vehicle	344	273	235	-13.9%	1.42	1.13	0.97	142	142	39	57	39	11.0%	20.9%	16.6%
Vehicle Interference	141	71	62	-12.7%	0.58	0.29	0.26	8	8	3	12	3	5.7%	16.9%	4.8%
Shoplifting	1,294	1,571	1,531	-5.5%	5.36	11.3%	6.62	667	667	699	662	699	51.5%	48.1%	45.7%
Other Theft (excluding Blackmail)	2,543	2,451	2,315	-8.5%	10.15	10.15	9.59	201	201	213	213	213	7.9%	8.7%	4.8%
Blackmail	6	8	0	-100.0%	0.03	0.03	0.00	1	1	0	1	0	0.0%	12.5%	0.0%
<b>Total Stealing</b>	<b>6,899</b>	<b>6,196</b>	<b>6,443</b>	<b>4.0%</b>	<b>28.57</b>	<b>25.66</b>	<b>26.68</b>	<b>1,341</b>	<b>1,341</b>	<b>1,032</b>	<b>1,359</b>	<b>1,032</b>	<b>19.4%</b>	<b>21.9%</b>	<b>16.0%</b>
<b>Arson and Criminal Damage</b>															
Arson	156	111	75	-32.4%	0.65	0.46	0.31	6	6	4	4	4	3.8%	3.6%	5.3%
Criminal Damage	2,036	1,770	1,502	-15.1%	8.43	7.33	6.22	240	240	225	253	225	11.8%	14.3%	15.0%
<b>Total Arson and Criminal Damage</b>	<b>2,192</b>	<b>1,881</b>	<b>1,577</b>	<b>-16.2%</b>	<b>9.08</b>	<b>7.79</b>	<b>6.53</b>	<b>246</b>	<b>246</b>	<b>229</b>	<b>257</b>	<b>229</b>	<b>11.2%</b>	<b>13.7%</b>	<b>14.5%</b>
<b>Victim Based Crime Total</b>	<b>12,090</b>	<b>10,357</b>	<b>9,874</b>	<b>-4.7%</b>	<b>50.06</b>	<b>42.89</b>	<b>40.89</b>	<b>2,413</b>	<b>2,413</b>	<b>1,945</b>	<b>2,365</b>	<b>1,945</b>	<b>20.0%</b>	<b>22.8%</b>	<b>19.7%</b>
<b>Non Victim Based Crime</b>															
Public Disorder	872	555	453	-18.4%	3.61	2.30	1.88	586	586	412	412	321	67.2%	74.2%	70.9%
Drug Offences	833	801	679	-15.2%	3.45	3.32	2.81	777	777	718	617	617	93.3%	89.6%	90.9%
Of Which Drug Trafficking	94	85	61	-28.2%	0.39	0.35	0.25	76	76	73	59	59	80.9%	85.9%	96.7%
Of Which Drug Possession	739	716	618	-13.7%	3.06	2.97	2.56	701	701	645	558	558	94.9%	90.1%	90.3%
Possession of Weapons, Going Equipped, Handling, Etc.	185	147	125	-15.0%	0.77	0.61	0.52	135	135	126	93	93	73.0%	85.7%	74.4%
Other non victim based offences	67	81	38	-53.1%	0.28	0.34	0.16	38	38	39	22	22	56.7%	48.1%	57.9%
<b>Non Victim Based Crime Total</b>	<b>1,954</b>	<b>1,294</b>	<b>1,295</b>	<b>-18.2%</b>	<b>8.10</b>	<b>6.56</b>	<b>5.36</b>	<b>1,536</b>	<b>1,536</b>	<b>1,295</b>	<b>1,053</b>	<b>1,053</b>	<b>78.5%</b>	<b>81.8%</b>	<b>81.3%</b>
Fraud and Forgery (excluding Blanking)	278	219	253	15.5%	1.15	0.91	1.05	71	71	89	89	55	25.5%	40.6%	21.7%
Blanking	714	408	433	6.1%	2.96	1.69	1.79	43	43	79	69	69	6.0%	19.4%	15.9%
<b>All Crime</b>	<b>15,039</b>	<b>12,568</b>	<b>11,855</b>	<b>-5.7%</b>	<b>62.27</b>	<b>52.04</b>	<b>49.09</b>	<b>4,063</b>	<b>4,063</b>	<b>3,122</b>	<b>3,828</b>	<b>3,122</b>	<b>27.0%</b>	<b>30.5%</b>	<b>26.3%</b>
<b>Other Crimes and Incidents</b>															
Hate Crime	150	121	125	3.3%	0.62	0.50	0.52	50	50	48	57	57	33.3%	39.7%	45.6%
Domestic Abuse Incidents - Recorded Crime	1,160	980	834	-14.9%	4.80	4.06	3.45	399	399	372	336	336	34.4%	38.0%	40.3%
Domestic Abuse Incidents - Non Recordable Crime	2,021	2,240	2,593	15.8%	8.37	9.28	10.74								
Homophobic Incidents - Recorded Crime	11	12	13	8.3%	0.05	0.05	0.05	3	3	6	7	7	27.3%	50.0%	53.8%
Homophobic Incidents - Non Recordable Crime	17	6	12	100.0%	0.07	0.03	0.05	44	44	42	42	42	33.3%	40.4%	48.5%
Racist Incidents - Recorded Crime	132	104	103	-1.0%	0.55	0.43	0.43	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
Racist Incidents - Non Recordable Crime	101	76	68	-10.5%	0.42	0.32	0.28								
Metal Theft															

Violence against the person - to reduce by 5%  
 Burglary Dwelling - to reduce by 5%

Burglary Dwelling - Increase the % of sanction detections to 17%  
 Serious Sexual Offences - Increase the % of sanction detections to 30%  
 Violence against the Person with Injury - Increase the % of sanction detections to 45%

Achieving Target  
 Not Achieving Target

Violence against the person - to reduce by 5%  
 Burglary Dwelling - to reduce by 5%

The information and statistics displayed on this page are for information purposes only. Details of crime are subject to ongoing validation and may be amended.

Source for Population data is the ONS 2006, 2007, 2008, 2009 and 2010 Mid-Year Estimates  
 Source for Household data is the ODPM 2001, 2002, 2003, 2004 and 2008 Mid-Year Estimates





**Responsible Authorities Group (RAG)  
20 December 2012**

**Decision Report**

**Subject: RAG Terms of Reference**

**Reason for report**

Following on from the annual revision of the RAG Terms of Reference. RAG members are asked to agree the attached amendments and consider the additional changes that are proposed. The Terms of Reference reflects the government legislation and the Thames Valley Police Authority representation has been removed.

**Recommendations**

1. To agree the proposed amendments as they appear in the attached terms of reference.
2. The chair and vice chair are elected for a further year until July 2013. However RAG members are asked to confirm that after July 2013 the vice chair will be elected on an annual basis from among the membership of RAG.
3. It is recommended the Parish representatives should continue to be appointed by the Parish Forum.
4. RAG members are invited to consider whether the following should be invited to attend RAG as advisory members or as a voting Member on the partnership:
  - The Police and Crime Commissioner or a representative

**Attachments**

Draft Terms of Reference as amended (Annex).

**Date of report:**

7 December 2012.

**Author:** Colin Wilderspin







## Responsible Authorities Group (RAG)

### Terms of Reference

(Version 8, Drafted 10 September 2012)

#### Purpose of Group

1. The Responsible Authorities Group (RAG) will formulate and implement a three-year strategy within Milton Keynes to reduce:
  - Crime and disorder
  - The misuse of drugs and alcohol
  - Re-offending by adults and young people
 And to promote:
  - Accurate perception of crime
  - Social behaviour
2. The three-year strategy will be revised annually.
3. The RAG will base the three year strategy on:
  - An annual strategic assessment of crime and social behaviour in the area
  - Consultation with the public and with stakeholders.
4. The RAG will meet the statutory requirements within the Crime and Disorder Act 1998 and the Police Reform and Social Responsibility Act 2011 and take due regard to the suggested practice, hallmarks of partnership performance and the need for links with other partnerships and bodies.
5. The RAG will liaise closely with the Police and Crime Commissioner (PCC) for Thames Valley and take due regard to the PCC's policies in all its actions and decisions.
6. RAG members will provide strategic and executive accountability, direction and decision-making to the Community Safety Partnership.

## **Statutory Requirements – Unitary Area (Delivering Safer Communities Guidance 2007) amended in 2011 by the Police Reform and Social Responsibility Act**

“Although the legislation makes reference to a ‘strategy group’.....these may be called a ‘Responsible Authority Group’”. (In Milton Keynes the RAG is the strategy group).

- This group is ultimately responsible for preparing and implementing a strategic assessment and partnership plan.
- Each of the five responsible authorities must be represented on the group
- At least one of the representatives from each of the five responsible authorities must hold a senior position within their home organisation.
- Where there is an elected member responsible for community safety on the council for the district/unitary area, they must also be a member of this group.
- The group can decide the frequency of its meetings and can invite others to their meetings.
- There must be arrangements for appointing a chair, agreeing the period for which the chair can serve and the grounds on which the chair can be changed within this period.
- At least once a year, the group needs to consider whether the partnership has the requisite skills and knowledge to meet the statutory requirements.
- The strategy group will prepare an information-sharing protocol.
- This protocol will be signed by all responsible authorities and will govern the sharing of information between the responsible authorities.
- The strategy group shall take steps as it considers appropriate to bring to the attention of persons who live or work in the area, or who might otherwise be interested, information about what was discussed at such meetings and where the meetings are to be held.
- The strategy group is responsible for the implementation of the partnership plan.
- The strategy group must have in place arrangements for assessing the value for money of partnership activities.
- The strategy group will take due regard to the policies and strategy of the elected Police and Crime Commissioner for the area.
- The strategy group should commission domestic homicide reviews according to the statutory guidance issued by the Home Office.

### **Specific Tasks**

- In meeting the above statutory requirements, the RAG will agree and approve the priorities, objectives, targets and actions in the 3 year Partnership plan and be responsible for progress and performance following implementation.

## **General Tasks**

- The Group will work with the support and advice of the Community Safety Forum, thus ensuring the views of the co-operating bodies and key stakeholders are taken closely into account.
- The Group will consider and have regard to, any report or recommendations provided by the Community Safety, Crime and Policing Select Committee, (known in law as the Crime and Disorder Sub-Committee) and have regard to these in exercising its functions. It will respond to that committee indicating any action it proposes to take.
- To receive reports from the Performance Group, identify and resolve barriers to improvement and direct as necessary to meet the aims and objectives of the three year plan.
- To approve the terms of reference for the whole SaferMK Partnership and all elements of it and ensure they are reviewed annually.
- To commit appropriate levels of resources, including funding, to the work of the Partnership.
- The group shall take account of equality and diversity issues and consider the needs of high risk and vulnerable groups in all decision making.

## **Membership**

### Voting members with one vote each (The Responsible Authorities)

- The nominated Fire Officer representing the Buckinghamshire and Milton Keynes Fire Authority
- The Chief Executive representing Milton Keynes Council
- The Director of Standards and Public Engagement representing Milton Keynes Primary Care Trust
- The Local Police Area Commander representing Thames Valley Police
- The Nominated member representing Thames Valley Probation

### Non voting members

- The cabinet member with responsibility for Community Safety (Statutory requirement in DSC)

### Advisors to RAG

- Parish Councils - one representing urban parishes and one representing rural parishes.
- Assistant Director of Integrated Support and Social Care (Children's Services) Milton Keynes Council
- A representative of the voluntary sector
- A representative or representatives of the business community
- A representative of the Police and Crime Commissioner will also be invited

## Scrutiny

- The chair and one other observer from the Community Safety, Crime and Policing Select Committee that are from different political groups from that of the ex-officio Chair of RAG, will be invited to attend all meetings of RAG and may contribute to discussions at the discretion of the chair.

## Officers in attendance

- The Head of the Youth Offending Team
- The Deputy Head of Community Safety
- Thames Valley Police Deputy Area Commander (Chair of Performance Group)
- Assistant Director, Housing and Communities Milton Keynes Council (Deputy Chair of Performance Group)
- The Thames Valley Police Partnership Inspector
- Fire Service Partnership Manager
- Thames Valley Probation MK Partnership manager
- Any person attending in support of a specific agenda item or otherwise as required or requested by a Responsible Authority or the SaferMK Manager.

## **Arrangements for Substitutions**

- If a voting member is unable to attend a meeting he or she should appoint a deputy to act as a substitute.
- Any nominated deputies or substitutes for voting members must be of an appropriate seniority and be adequately briefed.

## **Definition of Quorum**

- A quorum will consist of a minimum of four representatives of the five Responsible Authorities, except in financial matters when an affirmative vote of all five members will be required.

## **Arrangements for Chairing**

- The arrangement for chairing (as required by Regulation) and agreed by the voting members (The Responsible Authorities), is that the Milton Keynes Council Cabinet member with responsibility for Community Safety will be appointed chair, with the vice chair being the Police Area Commander for Milton Keynes. From July 2013 there will be annual election of vice-chair, who will be appointed from among the members of RAG.
- The appointments of chair and vice chair will be aligned to the planning cycle, required by Regulation, formally revisited annually.
- Any change in the chair or vice chair during the period, will be on grounds of either;
  - a) the un-availability of an individual to act in that capacity; or
  - b) other reason agreed by the voting members (The Responsible Authorities).

## **Frequency and nature of Meetings**

- The group will meet no less than four times a year and more frequently as and when determined by the members.
- Meetings will be open to the public who may be invited to speak at the discretion of the chair. Confidential items may be discussed in private with the prior agreement of the chair of the meeting.

## **Budget Management**

- The Deputy Head of SaferMK is the appointed budget manager for the funds available to SaferMK, other than money controlled by the partnership agencies.

## **Servicing of Meetings**

- Democratic Services within Milton Keynes Council will service the meetings of RAG.

## **Review of Terms of Reference**

- As part of the statutory requirement upon the RAG to annually consider whether the Partnership has the requisite knowledge and skills contributing to the Partnership, these terms of reference will be reviewed annually in September.

R SOLLY  
10 September 2012





## SaferMK

### Responsible Authorities Group (RAG) 20 December 2012

### Decision Report

**Subject: Social Behaviour Strategy Group Terms of Reference**

#### Reason for report

As part of the Council's internal audit of Anti-Social behaviour, a number of recommendations were developed. An Action Plan has been developed as part of the document. As part of this the Terms of Reference for the Strategic group need to be agreed.

#### Items for consideration

- Agree the Terms of Reference for the Strategic Group
- To note the audit report

#### Background

The Terms of References for the all delivery groups and the Performance Group should be agreed annually by RAG to ensure the priorities are being delivered appropriately.

#### Attachments:

- Social behaviour Strategy Group Terms of Reference (Annex A)
- Milton Keynes Council Internal Audit report (Annex B)

#### Date of report:

7 December 2012

#### Author:

Colin Wilderspin





## Social Behaviour Strategy Group

### TERMS OF REFERENCE

#### Purpose

The Social Behaviour Strategy Group are to:

- promote and develop neighbourhoods in which people value one another and support one another; and
- reduce anti-social behaviour through prevention, enforcement and promoting stronger communities.

The SB Strategy Group will also oversee the complex cases panel Group.

#### Objectives

1. Promote social behaviour in schools and communities, publicly recognising outstanding initiatives that support and build up the community.
2. Develop “community champions”; volunteers who are willing to work with police and local councils in order to resolve community problems.
3. Develop localised community action plans to promote social behaviour and tackle anti-social behaviour in areas of need.
4. Promote and utilise community mediation in order to resolve tensions at an early stage.
5. Offer high quality support to victims and witnesses of anti-social behaviour.
6. Ensure that anti-social behaviour is resolved vigorously through community liaison, prevention and, where necessary, enforcement.

#### Membership

The SB Strategy Group membership will include:

1. **Chair** – whoever the Partnership designates as being appropriate
2. **Vice Chair** – Thames Valley Police

### 3. **Members:**

Thames Valley Police Service

Probation Service

Milton Keynes Council – Safer MK, Neighbourhood Management,  
Housing, Regulatory Unit, Children's  
Services

After8 Representative

City Centre Management, MKCCM

Representatives from registered providers

NHS (April 2013)

Housing Forum

Other appropriate members including the voluntary sector

### **Quorum**

Business will only be conducted if the meeting is quorate. The Group will be quorate with 3 members, and the Chair or Vice Chair being present (4 in total).

### **Attendance by Members**

The Chair or Vice Chair will be expected to attend 90% of the meetings. Other Group members will be required to attend a minimum of 80% of all meetings and be allowed to send a Deputy should they not be able to attend.

### **Frequency**

Meetings will be held Bi-monthly.

Additional meetings may be arranged when required to drive forward the work of this Group.

### **Other Matters**

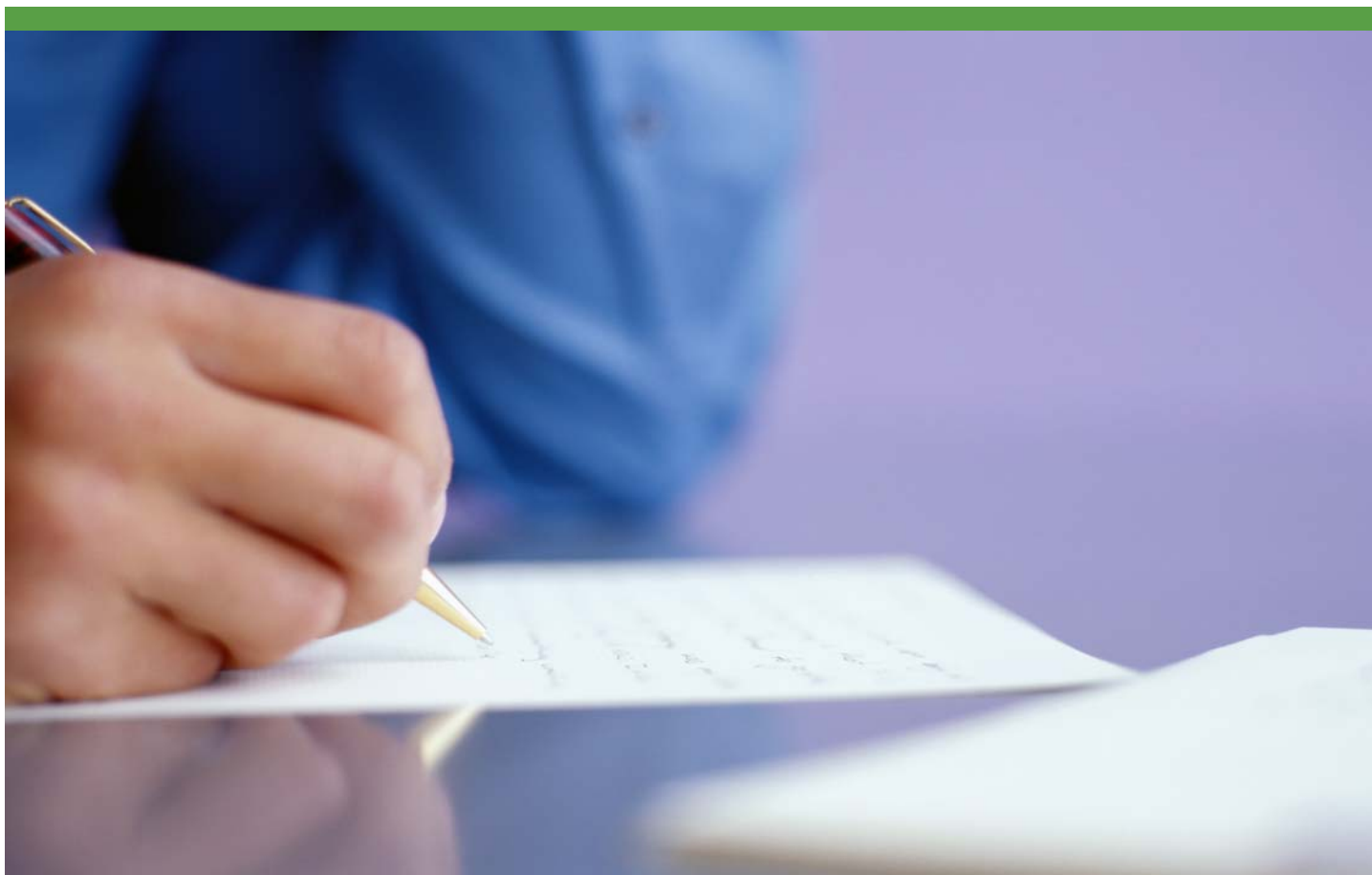
The servicing, administrative and appropriate support to the Chair will be undertaken for 2013/14 by Milton Keynes Council.

### **Review**

The Group will review its Terms of Reference and work programme on an annual basis as a minimum (review due September 2013).



# Milton Keynes Council



[www.milton-keynes.gov.uk/internal-audit](http://www.milton-keynes.gov.uk/internal-audit)

## SOCIAL BEHAVIOUR

Internal Audit – Final Report

## EXECUTIVE SUMMARY

### 1 AUDIT AREA

An audit of Social Behaviour has been carried out in accordance with the annual audit plan.

### 2 AUDIT OPINION

**Satisfactory-** The services are performing well in reducing Anti Social Behaviour (ASB) and achieving the Social Behaviour Strategy aims. However, there are a number of minor areas where improvement could be made.

### 3 AUDIT CONCLUSIONS

Generally speaking the strategic aims for social behaviour are being met as the numbers of ASB reported are consistently falling based on data available. However, incidents of ASB from the CONFIRM system and PSS Live have not been include in the data. Work is ongoing to develop better neighbourhoods through Neighbourhood Action Groups (NAGS); other community networks and the use of mediation to support those most in need.

A number of prevention and intervention schemes contribute to tackling and reducing anti-social behaviour in Milton Keynes. There are good relationships with a number of agencies including the Police, Probation and Fire Service.

The Police and Council use the same risk assessment matrix and both parties work well together in tackling anti-social behaviour problems consistently.

There is a Social Behaviour Strategy that has recently been approved (June 2012).

There are opportunities to improve governance arrangements such as reviewing the Terms of References (TORS) for all groups annually and ensuring that the groups have the relevant expertise. The associated action plan to achieve the objectives could be SMARTer (Specific, Measurable, Achievable, Realistic and Time-framed).

There were some data quality issues due to inaccurate use of the FLARE system.

The new Regulatory Unit will play a key role in moving forward this agenda on behalf of the SaferMK Partnership.

## 4 THE FUTURE

- 4.1 All actions are in the [Management Action Plan \(Page 8\)](#). Detailed findings from the audit are reported within the Main Report in [Section 7](#).
- 4.2 Training is being undertaken within the Regulatory Unit at present to improve data quality and case management and this will be rolled out to key services.
- 4.3 Performance management will be strengthened through an improved action plan enabling progress to be more easily monitored.
- 4.4 Further consideration will be given to recording outcomes from prevention and intervention schemes (including any contract in place) and communicating findings with all relevant partners.
- 4.5 The website will be updated and kept up to date as appropriate.
- 4.6 Feedback will be obtained to provide evidence to make necessary improvements.

## MAIN REPORT

### 5 BACKGROUND INFORMATION

SaferMk has been set up to help Milton Keynes be a safe place to live, work and visit. SaferMK consist of Milton Keynes Council, Thames Valley Police ("Police") and Thames Valley Police Authority, Buckinghamshire Fire & Rescue Service, NHS Primary Care Trust Milton Keynes and Thames Valley Probation Service.

One of the five strands of SaferMK Plan 2011-14 is tackling anti-social behaviour. The SaferMK Plan has now been updated for 2012-15 including a sixth strand.

A Social Behaviour strategy has recently been agreed by Safer MK, this sets out the strategic aims:-

- To promote and develop neighbourhoods in which people value one another and support those most in need.
- Reduce anti-social behaviour through prevention, enforcement and promoting stronger communities.

For 2011/12 there were 15,452 reports of Anti Social Behaviour (ASB); this figure does not include cases of fly tipping and reports from the CONFIRM system/PSS Live.

### 6 AUDIT AREAS AND AUDIT SCORE

a)	The Governance structure is clear and effective – policy and plans set clear objectives to ensure Social Behaviour and public perception of ASB is reduced and all relevant parties are included. <b>(Governance)</b>	<b>2</b>
b)	There are clear processes in place for the public to report ASB issues and all partners ensure prompt appropriate action is taken to address concerns and meet the needs of services, victims and perpetrators. Links with safeguarding. <b>(Action)</b>	<b>2</b>
c)	There is adequate engagement with communities <b>(Communication)</b>	<b>3</b>
d)	Progress is monitored and reported – to include performance measures, risk management and data quality <b>(Monitoring)</b>	<b>2</b>
e)	A full range of prevention and intervention schemes has been considered and provided within resources available <b>(Options)</b>	<b>3</b>
f)	Income is collected, expenditure is appropriate and budget monitoring is undertaken <b>(Finance)</b>	<b>2</b>

Key: 1 = Poor, 3 = Good

## 7 DETAILED FINDINGS

### 7.1 Governance

The current governance structure includes at least 5 different groups ranging from the strategic group which is the Responsible Authorities Group (RAG) to service delivery groups including the Performance Group, Joint Agency Tasking and Co-ordination (JATAC), Multi Agency Case Panel (also known as the Serious Case Panel or ASB Case Management Panel) and Social Behaviour Strategy Group (SBSG) (previously Anti-Social Behaviour Delivery Group).

The terms of reference (TOR) for all groups have not been reviewed with the oldest one last being reviewed in Feb 2008. The TOR for the RAG states that they will approve and review the TORS for the whole of the SaferMK Partnership annually. TORs for the Performance Group and SBSG state they shall meet monthly. In practice meetings for the Performance Group and SBSG have been taking place every two months.

At the commencement of the audit 57% (4/7) officers found that the governance structure was not clear and was confusing. Some officers felt that they weren't aware of the expected outputs from each group. There is a new SBSG group in place and revised Terms of Reference drafted. This has resolved one of the issues but not all of them.

One of the SaferMK groups is JATAC and staff confirmed that the group worked well together and shared useful information. The police share intelligence data from their systems with the MKC. However, MKC isn't able to pull together the intelligence data the same way. Therefore we can't make fully informed decisions.

The Multi Agency Case Panel has been operating on a monthly basis since it was set up in February 2012. The work of the panel is now due to be reviewed. Internal Audit attended a meeting and evidenced that all organisations were represented and contributed to discussions, ensuring that a multi agency approach was achieved. Officers confirmed that the group worked well in their opinion. One of the 5 cases discussed had not progressed from the previous meeting and the action agreed at the July meeting was still outstanding.

From examination of Anti-Social Behaviour Delivery Group (SBDG) minutes, Internal Audit found that an action that had been raised at the SBDG in September 2011 to review policies and process flows but this was still outstanding as at July 2012. The outstanding action is fundamental to the services to ensure that they are all working consistently. This group was disbanded in Nov 2011 and the action continued to remain outstanding at the SBSG.

A Social Behaviour Strategy was approved on 21/6/12 by RAG. The strategy sets out the objectives that will help to achieve the aims. An action plan is being developed but is not yet complete. However, some of the actions stated are not SMART (for example it is unclear how 'the offer of high quality support to victims and witnesses of ASB' will be measured, who is the responsible officer and the target date).

The Data Sharing Protocol was issued in 2008 and was signed by a number of agencies (MKC officer has since left). According to the protocol it should be reviewed

annually or later as required. No review has taken place since then due to insufficient staff resources.

## 7.2 Action

At present there are a number of services within the Council that are involved in dealing with and assisting in reducing ASB. These are SaferMK Support team, Neighbourhood Management, Housing Intervention team and Regulatory Unit (Environmental Health).

Within the Council several systems are used to record ASB. The FLARE system is used by the Regulatory Unit, some parts of Neighbourhood Management and the Housing Intervention Team. Another part of Neighbourhood Management use the CONFIRM and PSS live systems to record ASB. Police use Crime Evaluation Data Analysis and Recording system (CEDAR) to record incidents of ASB. Reports of ASB from the CEDAR system should be uploaded regularly to the FLARE system. Four of 10 (40%) cases sampled had not been uploaded onto the FLARE system. The other cases had been entered on the FLARE system and appropriate action had been taken. However, two of ten cases where issues were found e.g. one case had lots of incidents and these had not been linked and another where no action had been taken since June 2012.

Victims of ASB can report an incident to the Council or to a number of different agencies such as Police, social landlords etc. ASB reports can be made in person, by telephone, letter or via a Councillor.

A sample of 20 cases across the different services was reviewed. 60% (12/20) of the case reviews found issues from delays in responding to the reports to data quality issues (dates entered incorrectly or cases not closed that had been dealt with). One of the sample cases reviewed was delayed due to confusion about who was dealing with the case. There are an inter-departmental referral processes within the Council i.e. any formal process to pass responsibility from one officer to another so that it is clear to that officer that he/she is now responsible for progress. However, this is not used consistently.

One of the 20 cases reviewed contributed to a Dispersal Order being enforced. The FLARE system notepad did not record all the actions that had been taken. Internal Audit were advised that a separate file is kept by the Police which holds the up to date information about the actions that have been taken therefore up to date information is not available to other officers.

From the sample of cases reviewed there were a few cases that should have been linked to previous ones and the method of linking cases was inconsistent ie some cases linked using the function on the system, others would make a note on the notepad.

Audit testing found that the Flare system is used inconsistently by some Council officers. Each service uses the system in a different way ie Housing Intervention team attach documents to the notepad whereas Neighbourhood Management update the front of the notepad with the actions. The majority of staff interviewed stated they have never been trained on the system and so have developed their own way of working.

From the sample of cases reviewed officers kept victims informed of the actions and offered mediation as appropriate.



Safeguarding is considered when a complaint is risk assessed and throughout the process.

One service has recently started to obtain feedback from victims on how they felt their case was handled and system improvements that could be made. This is still being developed.

### 7.3 Communication

There are 28 Neighbourhood Action Group (NAGS) across Milton Keynes to enable local people to address local issues. NAGS include residents, the police, parish and local authority representatives and other organisation/agencies.

A number of services engage with the community by:-

- Going into schools to give talks about issues such as littering
- Providing information on Acceptable Behaviour Contract (ABC)
- Distributing Tenants newsletters and letters about specific issues such as parking problems
- Visiting hotspot areas with residents to establish concerns in the area.

An annual survey should be carried out to find out how safe people feel living in Milton Keynes and their experience of crime, how fearful they are of being victims of crime and their perception of anti-social behaviour. This is currently being undertaken (delayed from last year due to lack of resources).

Aspects of the SaferMK website ([www.safermk.com](http://www.safermk.com)) need updating. The Performance Group information report has not been updated since March 2011. The manager has confirmed that this is being worked on at present.

### 7.4 Monitoring

There is a corporate performance measure 'MKC 230 Number of anti-social behaviour reports from Thames Valley Police' that is reported to the Corporate Affairs and Performance Select Committee. As yet there is no target as it is newly defined although it is reducing (down 13.8% from previous year).

SaferMK performance reports (which include details of ASB) are produced on a monthly basis and are presented at the Performance Group, JATAC and RAG.

The April 2012 Performance Plan Update for the Social Behaviour Group report presented to the Performance Group in May 2012 had gaps where no information was recorded. This was because the SB Strategy was in development stage and therefore partners had not bought in to the specific actions or lead responsibilities. The minutes did not clearly record what had been discussed.

The figures reported within the performance report are inaccurate as they do not include ASB figures from the CONFIRM and PSS live systems, as previously stated. There is also some duplication as the Police figures will include cases that have been included in both Council and Police systems. The categories used by the Police and Council are different therefore it makes it difficult to cross match cases.

From the sample of cases data quality was an issue on FLARE (dates entered incorrectly or cases not closed that had been dealt with).

Audit sample testing evidenced that where mediation is used that feedback is received and where no feedback has been received officers have chased to ensure that a response is received.

Risks had been identified and appropriate actions put in place to mitigate them. However, they are in need of reviewing on GRACE (corporate risk management) system.

## 7.5 Options

All relevant services within the Council dealing with ASB are undertaking some intervention and prevention work although there is no evidence of the existing process working to determine how successful those schemes are. This work is undertaken in silos and the process needs improvement so that good practice is shared. This was highlighted in one of the previous reviews.

A full range of schemes are used such as:-

- **Intervention schemes** such as joint visits, mediation services, court witness project and Restorative Justice (where the victims have an opportunity to speak to the offender).
- **Prevention schemes** such as Neighbourhood wardens going into schools, fire prevention project, Dispersal Orders and Acceptable Behaviour Contracts (ABCs).

## 7.6 Finance

The Regulatory Unit is not able to confirm total income due for court cost (Breach of S80 Noise Abatement Notices) and therefore not able to monitor receipt of the income.

Audit testing gave assurance that expenditure was appropriate and the budget is robustly managed and monitored.

A contract for City Counselling is in place and monitoring meetings are undertaken. However, no monitoring on outcomes is undertaken. Therefore we are not able to evidence that the service is having an impact on helping the customer.

## MANAGEMENT ACTION PLAN

### The Agreed Actions are categorised on the following basis:

- Essential** - Implementation is required to address a risk that **fundamentally undermines** the control or objective of that system.
- Important** - Implementation is required to address a risk that **seriously undermines** the control or objective of that system.
- Standard** - Implementation is required to address a risk that **undermines** the control or objective of that system.

Ref.	Findings	Risk/ Implication	Agreed Action	Management Comments	Manager Responsible & (Target Date)
1	<p><b>Governance</b></p> <p>The action plan that is being developed to assist with achieving the objectives within the SB Strategy does not have specific actions and timescales.</p>	<p>Objectives not achieved.</p> <p>Increase in Anti Social Behaviour Reputational damage.</p>	<p><b>Important</b></p> <p>The action plan to achieve the objectives in the Strategy should be completed ensuring that the objectives are SMART (<i>Specific, Measurable, Achievable, Realistic and Time-framed</i>), and the lead officer/organisation will be identified, this will ease with progress monitoring. Once the action plan has been completed this should be communicated to all appropriate parties.</p>	<p><b>Agreed</b></p> <p>Already in implementation</p>	<p>Head of Neighbourhood Management Immediate</p>
2	<p><b>Governance</b></p> <p>The Data Sharing Protocol has not been reviewed since 2008. An annual review should have been initiated by the Community Safety Partnership (as stated within the Protocol).</p>	<p>Outdated protocol.</p> <p>Agreed parties may no longer be with organisations.</p>	<p><b>Standard</b></p> <p>The Data Sharing Protocol will be reviewed (and presented to RAG) and signed by all relevant parties.</p>	<p><b>Agreed</b></p> <p>Delayed due to lack of staff resources.</p>	<p>Head of Community Safety 31/12/12</p>

3	<p><b>Action/Monitoring</b></p> <p>Audit testing found issues in 60% (12/20) of the cases reviewed for anti social behaviour complaints:-</p> <ul style="list-style-type: none"> <li>delays in responding to customer</li> <li>Confusion on who was dealing with case</li> <li>Data quality issues (dates entered incorrectly and cases not closed).</li> <li>Cases are not linked</li> </ul> <p>There is an inter-departmental process to pass referrals between services. This is not used consistently.</p>	<p>Poor service received by customer.</p> <p>Incident becomes serious due to delay.</p> <p>Incorrect management data obtained.</p>	<p><b>Standard</b></p> <p>When a report for ASB is received this will be dealt with in a timely manner. A lead officer will be identified, previous reports should be linked and correct dates entered as appropriate.</p> <p>The services will review the inter-department process for passing a referral between services.</p>	<p><b>Agreed</b></p>	<p>Head of Regulatory Unit &amp; Head of Housing Management 31/12/12</p>
4	<p><b>Action/Monitoring</b></p> <p>Inconsistent use of the FLARE system. Staff advised Audit that they had not been trained on the system.</p>	<p>Unreliable data.</p> <p>Poor data quality.</p>	<p><b>Standard</b></p> <p>Staff will be trained on how best to use the system in a consistent way, including Children's Services.</p>	<p><b>Agreed</b></p>	<p>Head of Regulatory Unit &amp; Head of Housing Management 31/3/13</p>
5	<p><b>Communication</b></p> <p>The Safer Community website is out of date. Performance information has not been updated since March 2011.</p>	<p>Residents are not aware of current issues.</p>	<p><b>Standard</b></p> <p>The website will be updated and changes made as required.</p>	<p><b>Agreed</b></p> <p>This is being worked on at present.</p>	<p>Deputy Head of Community Safety 31/12/12</p>

6	<p><b>Options</b></p> <p>No single record is kept to confirm what intervention/prevention schemes are in place and the impact they are having on reducing the problem.</p> <p>It is unclear whether any good practices or lessons learnt are shared between services.</p>	<p>Unclear which schemes are making a positive impact on reducing the problem.</p> <p>Unsuccessful schemes that have not worked are repeated.</p> <p>Waste of time and resources.</p>	<p><b>Standard</b></p> <p>A single record will be kept to record what intervention/prevention scheme is in place and the impact they are having on reducing the problem.</p> <p>Lessons learnt and good practice will be shared with all parties.</p>	<p><b>Agreed</b></p> <p>A process for this will be developed and passed to the SBSSG.</p> <p>Slot to be suggested for inclusion on JATAC agenda for sharing good practice.</p> <p>Some prevention schemes have been discussed at SBSSG.</p>	<p>Head of Regulatory Unit &amp; Head of Housing Management 31/12/12</p>
7	<p><b>Governance</b></p> <p>The TORS for the different groups have not been reviewed and approved by the RAG.</p> <p>No evidence has been obtained to confirm that the RAG has reviewed the different groups to ensure that the requisite knowledge and skills are in place.</p> <p>The TORs for the Performance Group and Social Behaviour Strategy Group (SBSSG) state that meetings should be undertaken on a monthly basis, however they have been undertaken every two months.</p> <p>Some officers found that the governance structure was not clear and they felt that they weren't aware of the expected outputs from each group.</p>	<p>Members act outside their remit/action not taken.</p> <p>Plans/progress not achieved.</p>	<p><b>Standard</b></p> <p>TORS will be reviewed annually and requisite knowledge and skills appraised.</p> <p>Meeting should be undertaken as stated in the TOR or TOR should be amended to reflect what is actually happening.</p> <p>Once the structure has been reviewed, the final structure should be communication to all relevant officers.</p>	<p><b>Agreed</b></p>	<p>Head of Community Safety 31/03/13</p>

8	<p><b>Governance</b></p> <p>The minutes of the SBSG recorded an action to review policies and process flows in September 2011. This was still outstanding as at July 2012.</p> <p>The Performance Group SaferMk Action Plan Update detailing progress that has been by the services dated April 2012 had gaps in the progress update and had not been RAG rated. The minutes did not record what had been discussed or action required.</p>	<p>Officers unaware of the process to follow. Possible delay in actions required.</p>	<p><b>Standard</b></p> <p>Actions leading from the meetings should be progressed in a timely. Minutes will reflect what has been discussed and actions required.</p>	<p><b>Agreed</b></p>	<p>Head of Neighbourhood Management 31/12/12</p>
9	<p><b>Finance</b></p> <p>Some monitoring of outputs is discussed for the City Counselling Council. However, outcomes are not known discussed. Therefore the service is not aware of how the service provided is having an impact on the problem.</p>	<p>The agency may not be providing the required service. Poor service delivery not identified.</p>	<p><b>Standard</b></p> <p>Monitoring of the contract should include what outcomes are achieved.</p>	<p><b>Agreed</b></p> <p>Process is in implementation</p>	<p>Head of Community Safety Immediate</p>
10	<p><b>Finance</b></p> <p>The Regulatory Unit is not able to confirm total income due for court costs (Breach of S80 Noise Abatement Notices) and is therefore not able to monitor receipt of the income.</p>	<p>Possible loss of income.</p>	<p><b>Standard</b></p> <p>A review of how best the income from court cost can be monitored and collected will be carried out.</p>	<p><b>Agreed</b></p>	<p>Head of Regulatory Unit 31/12/12</p>

11	<p><b>Action/Monitoring</b></p> <p>Complaints from the CEDAR System should be uploaded on the FLARE system. Audit testing found that 40% (4/10) of the cases reviewed had not been uploaded. 2/10 cases where issues were found e.g. one case had lots of incidents and these had not been linked and another where no action had been taken since June 2012.</p>	<p>Poor service received by the customer. Appropriate actions not taken.</p>	<p><b>Standard</b></p> <p>Cases will be uploaded onto the FLARE system in a timely manner and the appropriate actions taken.</p>	<p><b>Agreed</b></p>	<p>Operational by Neighbourhood Partnership Manager &amp; Team Leader Regulatory Unit 31/12/12</p>
12	<p><b>Action/Monitoring</b></p> <p>One service has recently started to obtain feedback from victims on how their case was handled. No evidence has been obtained that other services receive feedback.</p>	<p>Opportunities for improvements not identified.</p>	<p><b>Standard</b></p> <p>Feedback survey at the closure of a complaint will be undertaken by all services.</p>	<p><b>Agreed</b></p> <p>Strategic lead who will ensure that operationally undertaken by Head of Regulatory Unit &amp; Head of Housing Management</p>	<p>Head of Neighbourhood Management 31/12/12</p>

NB Any cost implications arising from implementation of the actions by Mouchel must be agreed in advance with the appropriate Client Officer and the Partnership Delivery Manager

## E640/13 - SOCIAL BEHAVIOUR

### Final Report

Head of Neighbourhood Management

Head of Community Safety

Head of Housing Management

Head of Regulatory Unit

Deputy Head of Community Safety

Neighbourhood Partnership Manager

Team Leader Regulatory Unit

### Cc

Housing Assistant Director

Assistant Director of Neighbourhood Services

**Lynda Baker – Head of Internal Audit**

**Minashi Patel - Auditor**

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## **Milton Keynes Community Safety Partnership**

### **Responsible Authorities Group (RAG)**

**20 December 2012**

### **Discussion Paper**

**Subject: Shaping the Future of SaferMK**

#### **Reason for report**

To provide further information on the arrangements for the interim support to Safer MK and to outline the process for considering the future shape of Safer MK to take place between January and July 2013.

#### **Items for consideration**

1. Partners are asked to note the arrangements that have been made by the Council for the interim support to Safer MK.
2. Partners are asked to comment on and approve the arrangements for shaping the future of Safer MK as set out below.

#### **Background**

1. On 15 November 2012 elections took place for the first Police and Crime Commissioner (PCC). Mr Anthony Stansfeld was elected and took up his new office on 22 November. On 30 November the Head of Community Safety, Richard Solly retired.
2. As reported elsewhere the Strategic Assessment has been completed and along with the results of the qualitative survey and the outcomes of the Community Safety Forum will influence the revision of the Community Safety Plan due to be completed by March 2013.
3. The PCC will be finalising his initial Policing and Crime Plan and there is a statutory duty for the PCC and Community Safety Partnerships to have due regard to each others priorities.

## **Support to Safer MK**

4. At the RAG on 20/9/12 the Council reported that from 3/12/12 the current Head of Service Youth Justice (Lee Westlake) would take on the lead for supporting Safer MK through the next phase of development and will be its first point of contact for the PCC. The Deputy Head of Service for Community Safety (Colin Wilderspin) would be asked to take up the operational management and become the immediate point of contact for day to day issues and activity.
5. The arrangements set out above have been implemented and the opportunity was taken before Mr. Solly retired to arrange a comprehensive handover of responsibilities. Colin Wilderspin has assumed responsibility for the budget and will supervise the Partnership Data and Information Officer and he and Lee Westlake have divided oversight of the delivery groups between them. Lee Westlake will provide one to one support to Colin Wilderspin.
6. The arrangements have been overseen by Jane Reed and Will Spurgeon as sponsoring Assistant Directors. Members of the wider Safer MK support team and delivery group members have been kept informed of developments.
7. Since September Ms. Kelly Allen, the Data and Information Manager has tendered her resignation and will leave in early January 2013. The recruitment process to replace her has commenced and pending appointment an interim Data and Information Assistant has been recruited and has commenced his handover with Ms Allen.
8. The Council has agreed to appoint a Community Safety Officer to be supervised by Colin Wilderspin. This will add some additional capacity particularly in taking on some of the tasks formerly carried out by Colin. This will include review and development of the partnerships web site and use of social media.
9. The above are an interim set of arrangements for the next 12-18 months to ensure as far as possible delivery of the Safer MK strategy with the longer term future being subject to the outcomes of the strategic review outlined below.

## **Shaping the Future**

10. The landscape for community safety (and youth justice) will change in response to the PCC, the potential impact of the Localism Act and new legislation due for implementation in the next year or so. For example it is likely that 'the market' will be opened up to a wider range of providers. This indicates the need for Safer MK and other local partnerships to carry out in depth analysis and review in order to maximise the positive effects of these changes and minimise any negative potential. By March a refresh of the Community Safety Plan is required taking into account the revised strategic assessment.

11. The two pieces of work are interrelated and will also need to take into account the review of the NAGs currently underway. To bring this together the following activities are proposed:

- Semi structured interviews with key partners and stakeholders from RAG, Performance Group and the wider network.
- A seminar to follow up the results of the Strategic Assessment, Qualitative Survey and Community Safety Forum (see paper on Strategic Assessment).
- Structured discussions/seminars with all current delivery groups (already undertaken by the DV Group and one planned for the Reducing Offending Group in January 2013).
- A series of Focus Groups with the business sector, community and voluntary groups and the NAGS/Parish Councils.
- Developing a discussion with the PCC (details to be confirmed).

12. It is intended that the bulk of this work will be carried out between January and March 2013 with a further report to RAG for its next meeting on 21 March 2013. That report will set out the emerging themes and issues and subject to progress will aim to identify and appraise options for further investigation.

13. Simultaneously, the refreshed Community Safety Plan will be presented to RAG for approval and agreement.

14. It is anticipated that by the summer of 2013 a set of proposals for the future shape and direction of Safer MK will be ready for consideration. This is an ambitious timescale for what will be a significant piece of work but it is considered achievable if partners and stakeholders commit the necessary time and staffing contribution over the coming months.

## **Attachments**

None

### **Date of report:**

December 2012

### **Author:**

Lee Westlake, Head of Service Youth Justice





## SaferMK

### Responsible Authorities Group (RAG) 20 December 2012

### Decision Report

#### Subject: Police and Crime Commissioner Document

#### Reason for report

For RAG to agree the outline of the Police and Crime Commissioner document from the partnership to the PCC. To update RAG members of the current situation regarding Police and Crime Commissioners (PCCs).

#### Items for consideration

- A statement will be prepared for the PCC giving details of the work of SaferMK. RAG members will be asked to contribute to this.
- To note the updates.
- How the partnership would like to engage with the Police and Crime Commissioner.

#### Background

On the 15 November 2012 elections took place for the first Police and Crime Commissioner. Mr Anthony Stansfeld was elected and took up his new office on 22 November 2012.

RAG requested a partnership statement be developed to represent the Community Safety Partnership

#### Attachments:

To follow.

#### Date of report:

7 December 2012

**Author:** Colin Wilderspin





## SaferMK

### Responsible Authorities Group (RAG) 20 December 2012

#### Decision Report

#### Subject: Community Safety Parish Fund

#### Reason for report

To confirm with RAG members the Community Safety Parish Fund and RAG to agree the process.

#### Items for consideration

It is requested that RAG members note the arrangements proposed below.

#### Background

In October 2012 Milton Keynes Council approved a one-off budget of £100,000 as a Community Safety Parish fund for 2012-13. This has been agreed to be carried forward in March 2014 as a one off available budget.

Applications to the fund will be invited from town and parish councils and will be considered during early 2013. Criteria will be:

- The application must help to meet community safety priorities.
- It must be joint funded by the town or parish council or another organisation on behalf of the town or parish council
- There must be a clear business case and delivery plan with an evaluation

Criteria and approval will be prepared by the SaferMK Support team with the assistance of the Parish representatives on RAG. The support team will present the bids to the Chair of the Partnership for formal approval during spring 2012.

#### Date of report:

7 December 2012

#### Author:

Colin Wilderspin







**Responsible Authorities Group (RAG)  
20 December 2012**

**Information Report**

**Subject: Strategic Assessment/SaferMK Survey**

**Reason for report**

To inform RAG members the emerging themes from both the Strategic Assessment and an update of the Community Safety Survey and are asked to note the timeline for completion of both pieces of work. The findings from both will support the annual revision of the Strategic Plan.

**Items for consideration**

The Community Safety Plan will be revised again in the spring of 2013 based on the following considerations:

- Priorities arising from the strategic assessment 2012
- Consultation with the public and with stakeholders on those priorities

RAG members are asked to note the emerging themes and agree to the timeline and official sign off of the Strategic Assessment

**Attachments**

To follow.

**Date of report:**

10 December 2012

**Author:**

Colin Wilderspin/Kelly Allen





## **SaferMK**

### **Responsible Authorities Group (RAG) 20 December 2012**

### **Information Report**

#### **Subject: Community Safety Forum Feedback**

#### **Reason for report**

To update RAG members of the outcome of the Community Safety Forum event which was held on the 5 October 2012.

#### **Items for consideration**

To note the presentation.

#### **Background**

SaferMK held a Community safety forum in October 2012. A SaferMK support team document has been drafted reviewing the outcomes of the group activities and other feedback received from the day. In total 69 people attended throughout the day from a range of organisations and sectors.

#### **Date of report:**

7 December 2012

#### **Author:**

Colin Wilderspin





**Responsible Authorities Group (RAG)  
20 December 2012**

**Information Report**

**Subject: Supplementary Schools Programme**

**Reason for report**

To present to RAG members the Supplementary Schools Programme delivered through Ethnic Minority Achievement and Support Service (EMASS).

**Items for consideration**

It is requested that RAG members note the development of this programme and consider how the partnership organisations could support the service.

**Background**

There are 47 registered supplementary schools in Milton Keynes of which 22 are Madrassahs (Islamic schools). These schools make up Milton Keynes Supplementary Schools Network which was established in 2009. The schools come in a variety of shapes and forms and are held in the evening and on weekends. In general they offer non-statutorily out-of-school-hours educational opportunities for children and young people, many of whom come from minority ethnic communities. The supplementary Schools in Milton Keynes share a number of characteristics:

They offer a range of learning opportunities, including national curriculum subjects (English, maths, science and others), religious studies, mother-tongue classes, cultural studies and a range of extra activities, such as sport, music, dance and drama.

More information:

<http://www.milton-keynes.gov.uk/emass/displayarticle.asp?ID=90228>

**Date of report:**

7 December 2012

**Author:**

Colin Wilderspin