

Safe Newcastle Board

Thursday 22 April 2010, 2.00 pm – 4.00pm

Meeting to be held in Collingwood Room, Civic Centre, Newcastle

Contact Officer: Lynne Camsell - Telephone (0191) 232 8520 ext. 25166

Agenda

	Time	Item	Enc	For	Dist	Lead
1.	2.00	Welcome, introductions, apologies				Chair
2	2.05	Strategy 2010-2013	x	Information		Robyn Thomas
3	2.10	Safe Newcastle Improvement Plan 2010 - 2011 a) Safe Newcastle Board/ Performance Management Resources Group Revised Terms of Reference and Membership b) Implementation Plan Update c) Draft Schedule of Meetings 2010- 2011	x	Approval		Robyn Thomas/ Gillian Tullock
4	2.35	a) Financial Management Report b) BCU Spending Plan (to follow)	x	Approval	Board Only	Robyn Thomas Graham Smith
5	2.50	a) Final Performance Summary 2009/10 b) Home Office Performance Report (to be tabled) <ul style="list-style-type: none"> • Most Serious Violent Crime • Adult Re -Offending • Alcohol Hospital Admissions 	X	Approval	Board Only	Christine Knox Robyn Thomas
6	3.20	Newcastle City Council Audit Programme 2009-2010 a) Domestic Violence b)Community Tensions Contingency Plan	x	Approval		Robyn Thomas
7	3.30	Home Office Guidance on Crime and Disorder on Public transport	x	Information		Gillian Tullock

	Time	Item	Enc	For	Dist	Lead
8	3.40	Minutes of Meeting held 18 March 2010	x	Approval		Chair
9	3.45	Any Other Business (Please advise Chair before start of meeting)		Information		Chair
10	4.00	Date of next meeting To Be Confirmed		Information		Chair

Terms of Reference

Name of Group	SAFE NEWCASTLE BOARD
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Terms of Reference

<p>Responsibilities</p>	<ul style="list-style-type: none"> • Ensure Safe Newcastle compliance with the statutory duties and responsibilities stated in the Crime and Disorder Act 1998, the Police and Justice Act 2006, and in subsequent Home Office regulations. • Ensure delivery of the outcomes for Safer Communities within the Local Area Agreement; • Ensure that the Safe Newcastle strategy is refreshed annually • Ensure that Partnership Strategic Assessments are undertaken at least annually • Agree the crime and disorder priorities which emerge from the Partnership Strategic Assessment • Ensure that Strategy Delivery Groups access adequate financial resources • Ensure compliance with the National Drug Strategy and NTA requirements and local implementation of the National Drug strategy.
<p>Purpose of Group</p>	<ul style="list-style-type: none"> ▪ Provide leadership for the partnership; ▪ Develop a strategic vision and direction for Safe Newcastle that will enable a diverse range of agencies and bodies to work together effectively to achieve common goals; ▪ Agree the focus and priorities for the Safe Newcastle Strategy and ensure that the strategy is agreed and implemented, and that agreed partnership targets are met; ▪ Set the framework for resource allocation and commissioning; ▪ Hold partners to account for the delivery of the strategy ▪ Ensure an evidence-led and problem-solving approach including commissioning processes.
<p>Key tasks</p>	<ul style="list-style-type: none"> ▪ Consider the Partnership Strategic Assessment and agree strategic priorities, objectives and targets for the three year Partnership Plan, updated annually through an agreed work programme . ▪ Ensure that delivery plans are in place to support the strategic objectives. ▪ Oversee performance in relation to SNP LAA outcomes and the targets set out in the Partnership Plan, and to instigate any

Terms of Reference

	<p>necessary action to address areas of under-performance</p> <ul style="list-style-type: none"> ▪ Agree the objectives of the Performance Management and Resources Group and oversee the group's activities. ▪ Ensure that the Performance Management and Resources Group sets clear objectives, targets, and responsibilities for delivery groups. ▪ Address barriers to effective delivery that cannot be resolved by the Performance Management and Resources Group. ▪ Ensure that there are adequate resources to deliver the Partnership's objectives. ▪ Approve the allocation of partnership resources, agree the annual spend plan and set the commissioning framework. ▪ Consider major resource issues including mainstreaming opportunities and sustainability. ▪ Review quarterly reports regarding the financial position and spend by the Partnership. ▪ Ensure clear communication between the Partnership levels and groups, and ensure that information is cascaded into partner agencies. ▪ Report to the Partnership Stakeholder Group on performance on a bi-annual basis. ▪ Undertake an annual skills and knowledge audit to ensure that the partnership has the requisite skills and knowledge to meet the statutory requirements. ▪ Undertake an annual review of the structure of the Partnership
Key performance Indicators	As outlined in the Safe Newcastle Strategy and LAA
Accountability	Newcastle Partnership
Communication	Awareness campaigns to Public to Partners to other Organisations
Membership	<p>Newcastle Council</p> <ul style="list-style-type: none"> ● Cllr Anita Lower (Neighbourhoods and Public Protection Portfolio Holder) – Chair ● Director of Policy, Strategy and Communications (upon appointment and subject to discussion) ● Head of Community Safety (Robyn Thomas) in interim period <p>Northumbria Police</p>

Terms of Reference

<p>In attendance</p> <p>Officer Support</p>	<ul style="list-style-type: none"> ● Ch Supt Graham Smith - Newcastle Area Commander – Vice Chair <p>Northumbria Police Authority</p> <ul style="list-style-type: none"> ● Cllr Gareth Cooper <p>Tyne and Wear Fire and Rescue Service</p> <ul style="list-style-type: none"> ● Tony Markwell - District Manager Newcastle <p>North of Tyne NHS</p> <ul style="list-style-type: none"> ● Dr Meng Khaw – Director of Public Health <p>Northumbria Probation Service</p> <ul style="list-style-type: none"> ● Jane Mackintosh -Head of Offender Management (North of Tyne) and Courts <p>Your Homes Newcastle</p> <ul style="list-style-type: none"> ● Neil Scott - Director of Tenancy Services <p>Youth Offending Team</p> <ul style="list-style-type: none"> ● Paul Brownlee – YOT Manager <p>Local Criminal Justice Board</p> <ul style="list-style-type: none"> ● Rep - TBN <p>Business Community</p> <ul style="list-style-type: none"> ● Alan McVey (Pending nomination through Stakeholder Forum) <p>Community and Voluntary Sector (Pending nominations through Stakeholder Forum)</p> <ul style="list-style-type: none"> ● Hazel Rutherford ● Ollie Bachelor) – to agree rep in interim ● Rob Baillie) <ul style="list-style-type: none"> ● Childrens Trust Rep – Ruth Rogan ● Health and Well Being Partnership Rep – Meng Khaw ● Area Based Regeneration Rep – Paul Marshall ● GONE - Sue Peel
<p>Meeting frequency</p>	<p>Bi- monthly from April 2010 subject to confirmation</p>
<p>Chair</p>	<p>Newcastle Council Portfolio Holder (Cllr Anita Lower)</p>

Terms of Reference

Lead Officer	Head of Community Safety - Robyn Thomas
Minutes and Servicing	Democratic Services

Terms of Reference

Name of Group	SAFE NEWCASTLE PERFORMANCE MANAGEMENT AND RESOURCES GROUP
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Terms of Reference

<p>Purpose and Responsibilities</p>	<ul style="list-style-type: none"> ▪ To monitor partnership and delivery group performance, providing support in achieving the strategic aims set out by the Safe Newcastle Board and reporting any exceptions i.e. poor performance, outstanding performance to the Board; and ▪ To provide operational support, guidance and advice to the strategic delivery groups. ▪ To allocate resources in line with the commissioning framework set by the Board
<p>Key tasks</p>	<ul style="list-style-type: none"> ▪ To ensure that delivery groups and partner organisations have a clear performance framework linked to the relevant LAA targets and the Safe Newcastle Strategy including the outcomes, objectives and targets for which each SDG has responsibility. ▪ To ensure that each SDG has a clearly set out delivery plan to address the outcomes, objectives and targets for which it has responsibility. ▪ To ensure that SDGs are focussed on adding value to mainstream delivery and influencing agencies to make the most effective use of mainstream resources rather than simply developing projects. ▪ To ensure that SDGs are evidence-led in their approach, by commissioning problem profiles or additional analysis and ensuring that groups understand ‘what works’ in relation to the issues they are addressing. ▪ To ensure that relevant issues arising from Strategic Assessment and SDGs are fed into relevant commissioning processes ▪ To receive regular performance and progress reports from SDGs and to monitor progress with regard to the implementation of the delivery plans and their impact on objectives and desired outcomes. ▪ To provide and consider crime and disorder trends, eg quarterly crime statistics, hotspot areas and to task the SDGs as appropriate. ▪ To identify and address new and emerging issues which may require the PMRG to commission further analysis, task an existing SDG, or establish a new SDG or time-limited task and finish group to address the issue. ▪ For new SDGs, the PMRG will appoint a Chair and propose an initial membership. ▪ To provide a concise performance report to the Board. This will be exception reporting (traffic light system) to enable the Board to focus on areas of poor or exceptional performance and to be aware of new and emerging issues. ▪ To undertake higher level problem solving and propose remedial

Terms of Reference

	<p>actions to address areas of under-performance and support the relevant SDGs to implement these.</p> <ul style="list-style-type: none"> ▪ To escalate issues that cannot be resolved by the PMRG to the SN Board. ▪ To receive regular reports relating to financial matters, from which key issues will be identified ▪ Each member to be responsible for communicating to partner agencies on key issues and the work of Safe Newcastle
Key performance Indicators	As outlined in the Safe Newcastle Strategy and LAA
Accountability	Safe Newcastle Board
Communication	Awareness campaigns to Public to Partners to other Organisations
Membership	<p>Quorum – 3 Responsible Authorities</p> <p>Newcastle Council</p> <ul style="list-style-type: none"> ● Head of Community Safety - Robyn Thomas - Chair ● Deputy – Gillian Tullock <p>Northumbria Police</p> <ul style="list-style-type: none"> ● Newcastle Area Command Business Manager – Melanie Morters ● Deputy Derek McConnell <p>Northumbria Police Authority</p> <ul style="list-style-type: none"> ● Rachel Snaith - Policy Officer ● Deputy – Ruth Scott <p>Tyne and Wear FRS</p> <ul style="list-style-type: none"> ● Tony Markwell ● Deputy TBN <p>North of Tyne NHS</p> <ul style="list-style-type: none"> ● TBN <p>Northumbria Probation Service</p> <ul style="list-style-type: none"> ● Jane MacKintosh - Head of Offender Management ● Deputy Steve Gilbert (TBC)
Officer Support	<p>YOT</p> <ul style="list-style-type: none"> ● Paul Brownlee ● Deputy Emma Dingle

Terms of Reference

	<p>YHN (TBC)</p> <ul style="list-style-type: none"> • Martyn Burn • Deputy Allison <p>In Attendance</p> <ul style="list-style-type: none"> • Newcastle Council Directorate Programme Manager – Jessica Calvert (assurance role) • Chairs of Strategy Delivery Groups as and when required • SNU Team Manager – Gillian Tullock • SNU Performance Officer – Christine Knox • SNU Researcher Analyst – Upon Appointment • SNU Comms/ Marketing Rep - TBN
Meeting frequency	Monthly from April 2010 subject to confirmation
Chair	Head of Community Safety Newcastle Council - Robyn Thomas
Lead Officer	Safe Newcastle Unit Manager - Gillian Tullock
Minutes and Servicing	Safe Newcastle Unit

Safe Newcastle

Partnership Review Implementation Plan April 2010

No	Description	Progress	Action required
R1	The SN Board adopts the structure and TOR for key groups	Structure agreed by SN Board on 18 February 2010	TORs currently being developed by June 2010
R2	SN partners nominate representatives and substitutes at the appropriate level for the Board, PMRG and Stakeholders Forum	<p>Proposed Board Membership (see Appendix 1)</p> <p>Proposed Performance Management and Resources Group Membership (see Appendix 2)</p> <p>Stakeholder Forum</p> <p>Workshop to be organised via NCVS to establish membership and terms of reference of the Forum - in collaboration with Holden McAllister as part of Home Office Partnership Development Fund</p>	<p>Agreed at Board 18th March</p> <p>Revised TORS and updated membership submitted to April 22nd Board meeting</p> <p>Cycle of meetings to be agreed at Board meeting 22nd April</p> <p>Partnership Development Champion (Board Member) to be nominated April</p> <p>Workshop held by June 2010 Inception meeting with Pam McAllister 16th April</p>

No	Description	Progress	Action required
R3	SNU strategy officers and relevant SNU officers will identify the initial core membership of the SDG and establish the groups	<p>Lead Officers identified as follows with an initial role of</p> <ul style="list-style-type: none"> ● Establishing group (where appropriate) ● Updating membership and terms of reference , ● Establishing cycle of meetings ● Hate Crime - Neil Denton ● Reducing Crime and Repeat Victimisation – Jo Ward ● City Centre – Joe Hogan ● Safe Neighbourhoods – Jo Flitcroft ● Drug/Commissioning group – Rachel Hope ● Sexual Violence and Abuse – Lesley Storey ● Reducing Reoffending - Jan Kelly ● Public reassurance and confidence- Gillian Tullock ● Anti social behaviour - Kevin McGready (interim) ● Contest – Kevin McGready <p>▪ Initial work has commenced on TOR for each group with recommended membership</p>	<p>Further work to be taken between April – June 2010 by SNU officers to complete TOR and hold initial SDG meetings</p> <p>Initial meeting with all SDG leads held 8th April</p> <p>Link to Safe Neighbourhoods Confidence Review Day</p>
R4	The chair of PMRG / Head of Community Safety will regularly brief the Chair of the Board on current and emerging issues	Head of Community Safety has arranged appointments with Chair of Board plus additional pre Board briefing meetings	No further action required

No	Description	Progress	Action required
R5	SN strengthen membership of the Reducing Re-Offending SDG as set out in the report, and assists it to strengthen its linkages to LCJB delivery group		Head of Community safety to progress
R6	The Public Reassurance and Confidence SDG work closely with the City Centre and Safe Neighbourhoods SDG to ensure perceptions and confidence issues are addressed, and positive partnership impact is promoted at both city and neighbourhood level		To be built into TOR for group
R7	The SN delivery structure is reviewed after each refresh of the SN Strategy, to ensure that it relates effectively to identified priorities		Agreed
R8	SN seeks reciprocal cross representation on other key LSP delivery partnerships	Children's Trust - Ruth Rogan ABR – Paul Marshall Health and Well Being - Meng Khaw	Between April and June to discuss SN Board representation on NP delivery partnerships
R9	SNAPs groups should strengthen linkage to Local Ward Committees by feeding back on their activities at Local Ward Committee meetings		Head of Community Safety to discuss standing agenda item change on Ward Committee meeting agenda to reflect Safe Neighbourhoods update

No	Description	Progress	Action required
R10	SN and DVAP adopt proposals for a new Domestic Abuse and Sexual Violence SDG, a Domestic Violence and Sexual Abuse Stakeholders Group, and relevant Sub-groups and task and finish groups		DV and Sexual Abuse Coordinator to progress
R11	<p>As well as developing a strategy and delivery plan to address public confidence and perception targets, the Public Reassurance and Confidence SDG will:</p> <ul style="list-style-type: none"> ▪ Establish a sub-group of marketing officers from statutory agencies to progress development of a partnership calendar of events ▪ Establish a network of media trained officers within agencies across the partnership who can represent the partnership as and when required ▪ Ensure a consistent use of branding for partnership communications (inc press releases) 	<p>The following sub groups are to be established to report into the Performance Management and Finance group</p> <p>Lead officers to</p> <ul style="list-style-type: none"> ● establish group (where appropriate) ● update membership and terms of reference , ● establish cycle of meetings ● Communications and Marketing - SNU Comms Rachel Bishop/ Lee Hansom ● Analysts Group - SNU Researcher/analyst (upon appointment ● Finance Group - SNU Performance officer Christine Knox 	Between April – June establish groups
R12	SN to hold induction sessions for each new or refreshed group within the SN structure		Induction packs to be developed and induction programme developed by June 2010 in collaboration

No	Description	Progress	Action required
			with Holden McAllister Induction session held with TWFRS rep 14 th April
R13	SN to amend the constitution to reflect these changes		Amend by June 2010 in collaboration with Holden McAllister
R14	The Head of Community Safety to consider how the new SNU will support the work of the partnership through the new structure	In progress through work programme of the SNU	
R15	To address the skills and knowledge hallmark, SN identifies gaps and training needs in the induction sessions for new and refreshed groups, develops an induction pack and process for new group members, appoints a Partnership Development Champion to ensure that the updated partnership development plan is implemented and reviewed		See R 13 above

Performance Management and Resources Group

Safe Newcastle Board Proposed Meeting Dates 2010 - 2011

Month	PMRG 2.30 – 5.00pm	Board
April 2010	Tuesday 13 April	Thursday 22 April 2.00 -400pm
May 2010	Wednesday 12 May	
June 2010	Wednesday 9 June	Monday 28 June 9.30am – 12.00noon
July 2010	Wednesday 14 July	
August 2010	Wednesday 11 August (if required)	
September 2010	Wednesday 8 September	Monday 6 September 2.00 – 4.00pm (to be rearranged)
October 2010	Wednesday 13 October	
November 2010	Wednesday 10 November	Monday 15 November 1.30pm – 4.00pm
December 2010	Wednesday 8 December	
January 2011	Wednesday 12 January	Wednesday 19 January 1.30 – 4.00pm
February 2011	Wednesday 9 February	
March 2011	Wednesday 9 March	Wednesday 30 March 1.30 – 4.00pm



Terms of Reference – Domestic Violence Strategy

March 2010

INTERNAL AUDIT

Audit reference: JBE/C-IA20 2010



Internal Audit is an assurance function that provides an independent and objective opinion to the organisation on risk management, control and governance by evaluating their effectiveness in achieving the organisations objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources (CIPFA Code of Practice)

- It is management's responsibility to implement and maintain effective internal controls
- It is the responsibility of internal audit to assess the adequacy of the internal control arrangements put in place by management
- Whilst we have planned our work so that we have a reasonable expectation of detecting any significant control weaknesses, that may exist, internal audit procedures alone do not guarantee that all weaknesses will be detected

Service / Directorate	Document location	Version	Issued by:	Classification
Internal Audit / CXD	Internal Audit	Version 0.1 30/03/2011	Bruce Elliott	Restricted

Deleted: 15/04/2010

Terms of Reference – Domestic Violence Strategy

Introduction

This is an audit review of the Domestic Violence Strategy which forms part of Internal Audit's programme of audits for 2009/10.

System objective

The overall objective of the strategy is to identify and outline the actions to be undertaken by the Newcastle Domestic Violence and Abuse Partnership (NDVAP) in order to improve services for all victims of domestic violence regardless of age, gender, race, colour, nationality or ethnic origin, disability, faith, marital status, family circumstances, sexual orientation or class. The NDVAP brings together all key agencies who provide services and responses to victims of domestic violence.

Audit objective and scope

The objective of the review is to assess whether all significant risks relating to developing the forthcoming Domestic Violence Strategy are adequately and effectively controlled.

This audit will cover the position at March 2010 and proposed developments. No recent audit work has been carried out in this area.

Background

In 2005 the Government agreed a core definition of domestic violence; "Any incident of threatening behaviour violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality".

The strategy adopts this definition and also states that domestic violence is a systematic pattern of abuse that is committed within a current or non-current partner or family relationship. It is rarely a one off event. It includes a range of abusive behaviours that tend to escalate overtime, and can occur in new relationships or after many years.

Priorities are organised into 3 main challenges:

- **Prevention:** Domestic violence is a serious and pervasive human right issue. The aim is a future in which all forms of domestic violence are considered unacceptable.
- **Protection:** Domestic violence is both a social and, in some cases criminal problem. The aim is to safeguard victims by increasing their choices and improving both the civil and criminal justice systems in Newcastle.
- **Provision:** Domestic violence affects everyone. Services and responses need therefore to be appropriate for all victims.

The aims of the strategy are to:

- prevent abuse through education and awareness raising
- improve the protection and safety of victims / survivors of domestic violence and their children
- hold perpetrators to account and to provide a range of responses which increase the safety of victims and their children
- ensure appropriate, accessible services are provided to all victims of domestic violence
- raise awareness of the scope and nature of domestic violence in Newcastle via training and campaigning
- ensure the domestic violence strategy maintains and develops complementary links to other relevant strategies at both national and local levels
- ensure that Newcastle has an effective partnership structure which allows the delivery of the objectives of the strategy through a coordinated response

The strategy strives to focus on successful outcomes through data collection and performance management. It forms part of Safe Newcastle, a partnership between the Responsible Authorities of: Newcastle City Council, Primary Care Trust, Northumbria Police, Northumbria Police Authority, Northumbria Probation Service and Tyne and Fire and Rescue Service.

Terms of Reference – Domestic Violence Strategy

Domestic Violence Strategy process objectives

The objectives of the identified key process are to ensure that:

- Roles, responsibility and accountability of all partnering organisations are clearly established and adhered to.
- Action plans are being developed to deliver the forthcoming strategy.
- Governance arrangements are in place that ensure that action plans and performance are robust and effectively monitored.

Domestic Violence Strategy process-level business risks

To assist in this assessment we will examine the management of the following process-level business risks:

- Roles, responsibility and accountability of partnering organisations are not clearly established or adhered to, leading to confusion in delivering the strategy.
- Failure to have action plans to deliver the strategy, resulting in key aims not being achieved.
- Governance arrangements are not in place that ensure that action plans and recorded progress are robust and effectively monitored, leading to the effectiveness of the strategy not being maximised.

Audit approach and responsibilities

Our audit approach includes the following:

- Documenting and reviewing the proposed systems for managing the delivery of the Domestic Violence Strategy.
- Documenting and reviewing the roles, responsibility and accountability of all partnering organisations in respect of the Domestic Violence Strategy.
- Reviewing the arrangements in place for monitoring the effectiveness of arrangements;
- Highlighting areas for improvement and / or streamlining;
- Discussing our findings with key officers;
- Making control related recommendations, as appropriate;
- Making efficiency related recommendations, as appropriate;
- Where possible identifying potential cost savings as a result of our work;
- Having due regard for confidentiality;
- Recognising the constraints within which the service operates.
- Recognises that recent policy and legislative developments have expanded the footprint of this policy area to include sexual violence as well as violence against women and children.
- Recognises that the DVAP is in a transitional period in terms of both governance and scope

Terms of Reference – Domestic Violence Strategy

Reporting

The final audit report will be sent for action to:

Robyn Thomas, Head of Community Safety
Lesley Storey, Domestic and Sexual Violence Co-ordinator

Copies will be forwarded for information to:

Interim Director of Policy Strategy and Communications
Paul Woods, Director of Finance and Resources.
Hamish Moore, Audit Committee Chair.

Client responsibilities

The client should:

- ensure the timely availability of personnel, records and other resources required by the auditor
- answer all audit requests for information in an honest and comprehensive manner, without deliberately withholding information

Key contacts within Newcastle City Council

Robyn Thomas, Head of Community Safety
Lesley Storey, Domestic Violence Partnership Officer

Audit team

Bruce Elliott (Principal Auditor)

Timetable

Timing of review

Draft Terms of Reference to client:	4 March 2010
Expected start on site:	7 April 2010
Expected date for Draft Report to client:	21 April 2010
Expected date for Exit Interview to be held:	28 April 2010
Expected Final Report to client :	24 May 2010

Performance targets

Target date for draft report

Within 8 working days of completion of audit fieldwork

Target date for issue of final report

Within 20 working days of issue of draft report



Terms of Reference – Community Tensions Contingency Plan

March 2010

INTERNAL AUDIT

Audit Reference: BE/CC/C-IA08 2010



Internal Audit is an assurance function that provides an independent and objective opinion to the organisation on risk management, control and governance by evaluating their effectiveness in achieving the organisations objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources (CIPFA Code of Practice)

- It is management's responsibility to implement and maintain effective internal controls
- It is the responsibility of internal audit to assess the adequacy of the internal control arrangements put in place by management
- Whilst we have planned our work so that we have a reasonable expectation of detecting any significant control weaknesses, that may exist, internal audit procedures alone do not guarantee that all weaknesses will be detected

Service / Directorate	Document location	Version	Issued by:	Classification
Internal Audit / CXD	Internal Audit	Version 3.0 <u>30/03/2011</u>	Bruce Elliott	Restricted

Terms of Reference – Community Tensions Contingency Plan

Introduction

This is an audit review of the draft Community Tensions Contingency Plan (CTCP) which forms part of Internal Audit's programme of audits for 2009/10.

System objective

The overall objective of the system is to ensure the Council, in partnership with Safe Newcastle monitors, responds to and seeks to diffuse destructive community tensions so that the potential for tensions to escalate is minimised and the risk that the Council, its partners and civic leaders are un-coordinated when responses are required is mitigated.

Audit objective and scope

The objective of the review is to assess whether all significant risks within the CTCP and related processes are adequately and effectively controlled.

We will review the current status of the draft CTCP and how it is to be developed.

Background

Responses to localised community tensions have been through well developed mechanisms and practice among the Council and its partners over a number of years. Systems of monitoring, reporting and escalation of key issues to 'civic leaders' are in place such as SNAPS and ARCH. ARCH have established a network of contacts and prioritised geographical areas in the City.

Led by the Safe Newcastle Unit, fortnightly meetings are held within the Council between relevant senior officers to monitor issues and decide upon actions, with matters referred to the Leader / Deputy Leader of the Council or Chief Executive as appropriate.

Community Tensions is highlighted in the Council's Strategic Risk Register and Risk Management Funding was agreed to produce a Community Tension Model Framework building on and developing the existing custom and practice. This has now been classified as the Community Tensions Contingency Plan (CTCP).

The key strategy that impacts in this area is Safe Newcastle. This strategy forms the work of the statutory Community Safety Partnership, of the same name, for Newcastle upon Tyne. Its vision is to:

- create a safe Newcastle by tackling crime, alcohol, drugs, anti-social behaviour, and their impact, and;
- develop effective, sustainable solutions to local concerns, improve confidence, and build stronger communities.

The Community Cohesion and Social Inclusion strategies also impact to a lesser extent as corporate policies of a constituent partner of Safe Newcastle.

A co-ordinated approach is crucial when dealing with community tensions; it is therefore important that the CTCP and the processes that underpin it reflect a partnership-wide approach. The Council works closely with the Police and other relevant bodies via the Safe Newcastle partnership to ensure processes

Terms of Reference – Community Tensions Contingency Plan

are robust and effective.

CTCP for Responding to Community Tensions process objectives

The objectives of the identified key process are to ensure:

- There is an action plan to produce the CTCP that meets legislative and regulatory requirements and reflects relevant Council strategies.
- There are interim arrangements in place to ensure key activities are delivered
- There is an action plan to roll out the CTCP and train relevant staff.
- Governance arrangements for the existing system and for the CTCP when it is adopted, including a system to monitor its effectiveness and performance, are in place.

CTCP for Responding to Community Tensions process-level business risks

To assist in this assessment we will examine the management of the following process-level business risks:

- The action plan to produce the CTCP does not meet legislative and regulatory requirements and does not reflect relevant Council strategies;
- Interim arrangements do not ensure key activities are delivered
- An action plan to roll out the CTCP and train relevant staff is not in place;
- There are no governance arrangements for the CTCP, and no system to monitor its effectiveness and performance.

Failure to address the above risks could result in tensions escalating or the Council, its partners and civic leaders being un-coordinated when responses are required.

Audit approach and responsibilities

Our audit approach will include the following:

- Reviewing the existing arrangements and the action plan for producing the CTCP to ensure they meet statutory requirements, reflect Council strategies and address the risks scheduled in the strategic risk register ;
- Reviewing the arrangements in place for introducing the planned CTCP and the measures therein;
- Reviewing the arrangements in place for monitoring the effectiveness of existing and proposed arrangements;
- Reviewing progress to date and planned activity to confirm that they reflect desired outcomes.
- Highlighting areas for improvement and / or streamlining;
- Discussing our findings with key officers;
- Making control related recommendations, as appropriate;
- Making efficiency related recommendations, as appropriate;
- Where possible identifying potential cost savings as a result of our work;
- Having due regard for confidentiality;
- Recognising the constraints within which the service operates;
- Recognising the developmental nature of this work nationally and benchmarking Newcastle's progress compared to other similar areas.

Terms of Reference – Community Tensions Contingency Plan

Reporting

The final audit report will be sent for action to:
Robyn Thomas, Head of Community Safety
Neil Denton, Hate Crime and Community Tensions Coordinator

Copies will be forwarded for information to:
Barry Rowland, Chief Executive
Paul Woods, Director of Finance and Resources
Hamish Moore, Audit Committee Chair

Client responsibilities

The client should:

- ensure the timely availability of personnel, records and other resources required by the auditor
- answer all audit requests for information in an honest and comprehensive manner, without deliberately withholding information

Key contacts within Newcastle City Council

Robyn Thomas, Head of Community Safety
Neil Denton, Hate Crime and Community Tensions Coordinator

Audit team

Bruce Elliott, Principal Auditor
Chris Camsell, Senior Auditor

Timetable

Draft Terms of Reference to client:	26 February 2010
Expected start on site:	12 April 2010
Expected date for Draft Report to client:	3 May 2010
Expected date for Exit Interview to be held:	21 May 2010
Expected Final Report to client:	28 May 2010

Performance targets

Target date for issue of draft report

Within 8 working days of completion of audit fieldwork

Target date for issue of final report

Within 20 working days of issue of draft report

Audit of the Community Tensions Contingency Plan (CTCP) – Scoping Document

Objective	Detailed Work	Documentation / Evidence
<p>There is a model for the identification and management of destructive community tensions that the CTCP fits within. The model meets legislative and regulatory requirements and reflects relevant Council strategies.</p>	<p>Review plan and discuss with Head of Community Safety.</p> <p>Identify relevant legislation and other relevant Council strategies.</p> <p>Produce schedule of legislative requirements and key Council strategies and cross-check against the model to demonstrate that each key requirement is met or strategy reflected.</p>	<p>Model for the early identification and management of destructive community tensions.</p> <p>Community safety legislation.</p> <p>Extracts from other relevant Council strategies:</p> <ul style="list-style-type: none"> • Safe Newcastle Strategy; • Community Cohesion Strategy; • Social Inclusion Strategy;
<p>There are interim arrangements in place to ensure key activities are delivered</p>	<p>Document interim arrangements and check as above</p>	<p>As above, plus copies of procedure notes / existing documentation / numbers of people trained and feedback from participants.</p> <p>Copies of briefing notes detailing previous activity to manage community tensions.</p>
<p>There is an action plan to roll out the CTCP and train relevant staff.</p>	<p>Discuss process for workforce development plan with Hate Crime and Community Tensions Coordinator.</p> <p>Schedule key actions and obtain evidence that each is being undertaken appropriately / timely.</p>	<p>Training plan / timetable.</p>
<p>Governance arrangements for the existing system and for the CTCP when it is adopted, including a system to monitor its effectiveness and performance, are in place.</p>	<p>Document the governance structure.</p> <p>Check that groups involved in governance have appropriate, well-defined roles and membership.</p> <p>Check that groups meet on an appropriately regular basis and receive relevant reports.</p>	<p>Governance structure / remit of groups involved in governance / monitoring.</p> <p>Group membership lists / meetings timetable.</p> <p>Frequency and requirements of reporting for all groups.</p>

Objective	Detailed Work	Documentation / Evidence
	Check that performance management is in place with appropriate remedial action taken when required.	Examples of reports.



Safe Newcastle Board

22 April 2010

Home Office Guidance on Crime and Disorder on Public Transport

1. Purpose of Report

1.1 To advise the Board of guidance from the Home Office which aims to promote understanding of the nature of crime and disorder on public transport and to outline how Safe Newcastle is engaging with the transport sector in addressing these problems.

2. Background

- 2.1 Community Safety Partnerships have duty to involve public transport operators and providers in the development of local community safety strategies.
- 2.2 Safe Newcastle includes crime and public transport amongst their strategic priorities and are actively engaged with partners from the transport sector to address problems. However not all Community Safety Partnerships are fully aware of the crime and disorder problems experienced by people using public transport in their communities.

3 Survey Findings

3.1 Reducing crime on public transport is often an issue of concern to local communities. Public transport has a vital contribution to economic activity, and in particular to the night time economy, getting people safely into and out of town and city centres. Surveys reveal that passengers base their decision to travel on how secure they feel about the whole journey, and so may be deterred from using public transport because of concerns about parts that are beyond the control of transport operators. Community Safety Partnerships can assist by focusing attention on routes to public transport and the environment around transport interchanges.

4 Issues of crime and anti social behaviour on public transport

4.1 The biggest problems for transport operators are theft from the person, violence against passengers and staff, criminal damage and anti social behaviour. Many of these issues are also a priority for Safe Newcastle

5 What are transport operators doing to reduce crime?

5.1 Public transport operators nationally already invest heavily in crime reduction measures. For example:

- Over 50% of rail stations and more than 3,000 trains are equipped with CCTV

surveillance systems. In Newcastle there are currently 60 trains with new CCTV camera units. There are now more than 550 cameras on the Metro system with 175 in Newcastle.

- In 2006/07 45% of buses nationally were equipped with CCTV.
- Newcastle operators provide front line staff with DNA swab kits to gather evidence when they are spat at.
- Network Rail spends around £100m each year on repairing and replacing damaged lineside fencing, cleaning graffiti and replacing damaged equipment

6 The benefits of working with transport operators

6.1 Many kinds of data are available from public transport operators and related sources which are already used by Safe Newcastle to inform strategic assessments and problem solving eg .

<ul style="list-style-type: none"> • Numbers of reported bus-related incidents for specific categories of offences
<ul style="list-style-type: none"> • • Reported incidents of criminal damage to buses, staff assaults and anti social behaviour
<ul style="list-style-type: none"> • Reported incidents of criminal damage to stations, depots and trains, staff and passenger assaults.
<ul style="list-style-type: none"> • Numbers of track and lineside incidents
<ul style="list-style-type: none"> • Rail station data by categories of offence.
<ul style="list-style-type: none"> • Taxi drivers evidence about incidents, problem areas, etc.

7 What steps can Community Safety Partnerships take?

7.1 The Home suggests a range of actions which could be taken by Community Safety Partnerships such as

- Invite transport providers to contribute intelligence to assist in developing the strategic assessment.
- Hold regular meetings with transport operators, to share information about emerging problems and initiatives and explore opportunities for partnership working.
- Involve transport operators in tasking and coordination meetings.

8 Addressing crime and disorder on public transport

8.1 Safe Newcastle already works with transport operators and in local communities in a number of ways to reduce crime and disorder on public transport. The list below gives examples of work already taking place together with further ideas/suggestions from the guidance:

- Involvement in the Haymarket bus station refurbishment .
- Auditing bus stops and recommending environmental improvements
- Survey of rail stations leading to environmental improvements
- Locating CCTV at bus shelters. Scoping work is underway with Nexus. It is hoped to have the first Newcastle systems installed by the end of

the July. Part funding has been provided by Nexus with the potential for further funding in 2010/11. Ward funding has also been proposed from Westerhope and Denton,

- The use of RCCTV is widespread and is embedded into the local problems solving process.
 - Use of CCTV images and school visits to identify offenders is a normal form of Police work in identifying offenders
 - CCTV links between town centre and rail station. Although the Police and rail station systems are not linked, their coverage overlaps to provide continued surveillance and security monitoring of passengers, the Nexus Metro system also cuts across these systems. Work is being developed to link separate CCTV systems to provide a more integrated surveillance network.
 - CCTV in taxis on a private operator basis
 - Additional taxi ranks to reduce crowding and potential violence
 - Taxi marshals and improved queuing arrangements at ranks
 - White lighting on pedestrian routes
 - Extra truancy patrols on the bus and rail network
 - Removal of graffiti from stations
 - High visibility policing at hotspots and on problematic services
 - Police Community Support Officers (PCSOs) on public transport
 - Search arches for knives and other metal detection
 - DNA kits for bus drivers
 - Use of CCTV images in prosecutions
 - Covert surveillance on vandalised infrastructure
 - Police drugs dog and handler working on buses
 - Posters at bus shelters to encourage reporting
 - Neighbourhood policing around rail stations
-
- Anti graffiti project to tackle persistent problem in dangerous rail locations
 - Work with art groups to develop a community based design to replace graffiti on a railway bridge.
 - Publicity campaign to encourage good behaviour on buses
 - Publicity campaign through local press about successful prosecutions
 - Letter to school pupils to encourage responsible behaviour on buses
 - Development of Travel Behaviour Code to promote positive behaviour and improve the safety of pupils travelling to school and college
 - Publicity campaign to promote safety for women using taxi cabs
 - Education team working with young people in schools

9 Recommendation

9.1 The Board is asked to note the guidance, receive information on areas where Safe Newcastle is already working with transport providers to address issues of crime and disorder on public transport and to consider how to take forward additional suggestions and ideas within the guidance as set out in paragraph 8

Contact Officer:- Gillian Tullock, Safe Newcastle Unit Team Manager Tel: 277 7849

Safe Newcastle Board

18 March 2010

(9.30 - 11.30 am)

Meeting held Armstrong/Stephenson Room

Present:

Councillor: A Lower (Chair)

Members: Jo Farrell, Jane Mackintosh, Alan McVey, Cooper, Rogan and Dave Escott, P Brownlee

In attendance: R Thomas
G Tullock
S Peel
M Gollan
L Camsell

13 WELCOME, INTRODUCTIONS, APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were received from N Scott, R Baillie, K Wilson, G Smith, J Carter and M Khaw.

14 SAFE NEWCASTLE STRATEGY 2010 - 2013

Submitted: Safe Newcastle Strategy Update 2010 – 20113 Final Draft Version (copy attached to the Official Minutes).

G Tullock presented the report as attached. The previous draft version had been considered by the Board at its meeting on 18 February 2010. The draft was subsequently amended and circulated as the interim version on 4 March. The document in front of members was now the final draft which had been amended to reflect comments.

The updated strategy was prepared in accordance with 'The Crime and Disorder Act 1988', legislation which required Community Safety Partnerships to update strategy and delivery plans on an annual basis. This also meant that any new emerging priorities from the strategic assessment or government legislation were addressed.

The report began with a standard introduction about the nature of the partnership and statutory requirements. This was followed by a section on performance and achievements for 2009/10, outlining each theme and the challenges faced by the partnership.

G Tullock took the Board through the individual themes and also reminded members that the strategic assessment upon which the strategy was based had been the first joint strategic assessment produced in conjunction with Northumbria Police. Each theme followed the same format: progress against performance, a theme summary and a 2010 /2011 delivery plan.

R Thomas explained that the document had still to be reformatted and an electronic link set up.

RESOLVED: That the report be approved.

15 **CHILDREN AND YOUNG PEOPLE'S PLAN**

Submitted: Newcastle Children's Trust – Children and Young People's Plan 2011/2014 (Consultation on draft vision, principles and priority outcomes (copy attached to the Official Minutes).

R Rogan outlined the report as attached. The C&YPP had been in existence since 2006 but responsibility for its production and implementation now lay with the Childrens Trust.

This was a consultation document and the purpose of presenting it to the Board was to give members the opportunity to make comments on the draft vision and principles. The closing date for the consultation was 7 June 2010.

The main comment from the Board was the introduction which began with 'As the Chair of Newcastle Children's Trust Board'; there was no reference to who the Trust members were.

RESOLVED: to note the consultation document.

16 **DRAFT SAFE NEWCASTLE IMPROVEMENT PLAN 2010/11**

R Thomas presented the report and tabled a number of reports (copies attached to the Official Minutes). R Thomas reminded members that at the previous meeting the board had agreed to the findings and recommendations put forward by Holden McAllister.

In order to progress the Partnership review some initial work had been carried out and an implementation plan produced. Listed below are some of the key points raised at the meeting:-

- Partnership Development Champion to be nominated (Board Member).
- Updated Constitution.
- Terms of reference for the Board and the various groups to be discussed at the next meeting (P McAllister had offered assistance).

- Establishment of a Communications and Marketing Group (Recommendation 11).
- An annual refresh of the SN Strategy.

RESOLVED: to receive the report for information.

17 **ANY OTHER BUSINESS**

S Peel referred to a Government Office Community Safety Policy Update March 2010 (copy of the Policy Update is attached to the Official Minutes).

18 **DATE OF NEXT MEETING**

The next meeting would be the first meeting of the new Board and would be held on 22 April 2010 2 – 4.00 pm.

The Chair thanked all of those who had contributed to the work of the Board since it was first established.