

Minutes of SAFER ESSEX 2nd October 2008

Those Present :

Name	Organisation / Partnership
Paul Warren Chief Executive, Rochford District Council	Chair Safer Essex
ACC Peter Lowton, Territorial Policing	Essex Police Vice Chair Safer Essex
Cllr Tracey Chapman, Cabinet Member	Essex County Council
Superintendent Colin Steele Territorial Policing	Essex Police
Richard Puleston, Assistant Chief Executive Policy, Community Planning and Regeneration	Essex County Council
Bala Mahendran Chief Executive, Basildon Council	Basildon CDRP
Cllr Tony Ball	Basildon Council
Chief Inspector Alan Gooden	Braintree CDRP
Peter Woollard Probation Service	Castle Point CDRP
Spencer Clarke Community Safety Manager, Chelmsford Council	Chelmsford CDRP
Ian Vipond Executive Director Colchester BC and Chair of CDRP	Colchester CDRP
John Gilbert, Director, Environment and Neighbourhood, Epping Forest DC	Epping Forest CDRP
Lynn Seward Harlow Council	Harlow CDRP
Steve Watson Chief Executive Maldon District Council	Maldon CDRP
Roger Stewart, Assistant Chief Executive Tendring Council	Tendring CDRP
Yvette Wetton Area Co-ordinator ECC	Uttlesford CDRP
Alex Bamber Assistant Chief Probation Officer	Essex Probation
Liesel Park Associate Director of Public Health and Health Intelligence	South East Essex PCT
Mark Tebbs	South West Essex PCT
Nicky Pace : Director of Vulnerable Children and Young People ECC	ECC Schools Children and Families
Tanya Gillett Head Youth Offending Service	Youth Offending Service
Lindsay Whitehouse, Assistant Governor Chelmsford Prison	Chelmsford Prison Service
Andy Martin, Director Operations	North Essex, Partnership Trust
Paul Bowers, Essex Fire and Rescue	Essex Fire and Rescue

Clare Aitken, Strategic Manager, Essex DAAT	Essex DAAT
Samantha Grant, Head of Crime and Disorder Reduction Unit	Essex County Council
Ben Hughes	Essex DAAT
Richard Whetton	Rochford District Council
Simon Harniess Head of Supporting People	Supporting People
Lee Taylor, ECC Cabinet Support Officer	ECC
Apologies Given:	
Mary Archer Chief Probation Officer	Essex Criminal Justice Board
Rob Davis	Governor Chelmsford Prison
Alison Cowie	West Essex PCT
Averil Price	Chelmsford Council
Richard Coleman, Chief Executive	North Essex Partnership Trust
Patrick Geoghan Chief Executive SEPT	South Essex Partnership Trust
Paul Zollinger-Read Chief Executive	North East Essex PCT

2. Declarations of Pecuniary or other Interests

There were no declarations.

3.. Minutes of Previous Meeting

Minutes of the meeting of 1st July 2008 were agreed.

4. Review of Terms of reference and Hallmarks of Good practice

a) **The review of the TOR was agreed** with the following points identified for change :

1) *Arrangements for Chairing of Meetings : Wording be changed to the following :
"The position of Chair of the meeting shall be reviewed annually and the nominated person shall be selected from the Responsible Authorities"*

The reason for this change is to ensure that consistency and continuity is possible.

2) A representative of the Essex Fire and Rescue Authority be formally invited to attend the meetings.

3) Wording in the TOR section 1 "Purpose and Key Activities be amended with a new point 9 to read :

"To encourage and facilitate opportunities for cross border working with Essex where this will help to deliver key strategic objectives"

4) It was noted that the membership of **Safer Essex** could be enhanced by inviting specific service areas to be members as this can assist strategic decision making. Such representatives could include for example ECC Trading Standards, HM Revenue and Customs etc. **It was agreed** that Trading Standards be invited to become members of **Safer Essex**

5) **It was agreed that** ACC Peter Lowton should be the Vice Chair of **Safer Essex**

b) The Hallmarks of Good Practice were considered as they applied to Safer Essex. It was noted that with the exception of three possible points **Safer Essex** generally complied well with the Hallmarks. Two of the exception points have been picked up in the changes to the TOR as set out above (items 2 and 3).

The third point relates to the legal requirement for each partner organisation to have in place a designated liaison officer for the purposes of data sharing. It is noted that we have a data

sharing protocol in place that is currently being reviewed. It is now the opportunity for this situation to be clarified or refreshed as appropriate.

Action Point 1 It was agreed that each organisation be reminded of this legal requirement through the review of the (Safer Essex) Information Sharing protocol where guidance will be given on the person to be designated.

c) The meeting was advised that a “Best Practice Guide to Partnership Working” is being produced in response to a request from the Essex Management Board”. This document will be launched for consultation on 28th November at the Essex Partnership Forum.

5. Performance Report and Score Card summary :

The score card report was presented and the following comments were made :

- 1) Some concern over the Domestic Violence data :
 - a. On this point ACC Lowton the target Lead, commented that due to improved training there is likely to be increased reporting and recording
 - b. There is increasing confidence from victims in feeling able to report incidents. These factors were thought to be partial reasons for the increase in reports and as such it would be appropriate to allow more time for the situation to settle down so that the position could be assessed over a long time period.
 - c. A further related point was made in connection with the “Multi Agency Risk Assessment Conferences” MARACs. MARACs were beginning to make a real difference but there is concern that to make them even more effective health representation and engagement needs to be consistent, with Health signing the MARAC Information Sharing Protocol (currently signed by all other relevant partners).

Action Point 2 It was agreed that a letter be sent from the Target Lead on behalf of **Safer Essex** to Health stressing the importance of MARACs and requesting their agreement to the Information Sharing Protocol.

- 2) Missing data
 - a. Comment was made about the problem of missing data in key areas of the LAA agreement. If there is not confidence that data will be forthcoming consideration will have to be given to removing the relevant targets from the LAA
- 3) Role of the Crime and Disorder Network Executive (CDNE):
 - a. It was noted that the format of the performance report gave significant detail and whilst this was good it was agreed that **Safer Essex** should concentrate on the exception issues and that more detailed examination of the data should be undertaken by the Network Executive where these exception items could be identified.

Action point 3 It was agreed that Network Executive be required to undertake a full consideration of the scorecard data and highlight matters of exception to **Safer Essex**.

- b. It was also noted that there was a LAA Performance Group that had a role to play in the overall monitoring arrangements for the this process.

6. LAA 2

- 1) **General Update**
 - a. Richard Puleston outlined progress made on the LAA Action planning progress. Particular reference was made to the “quality assurance

workshops” and the EIA and Risk Assessment workshops. It was noted that the draft plans were now all on the website.

- b. Phase 2 of the action plan process is due for completion by 10th October.
- c. Chairs of the LSPs and Thematic Partnerships are due to meet on 8th October to consider the plans and look at the Performance Reward Grant implications but no decisions on this will be made until the Essex Partnership Forum (EPF) meeting on 28th November.
- d. There will be a Good Practice Partnership Guide (consultation launch at the EPF). Key elements of this will enable a cost benefit analysis of partnership working, this work is being undertaken with Warwick University.
- e. LAA Review and Refresh :
 - i. The review is to be signed off by mid January 2009 and this will enable data gaps to be filled and other outstanding issues resolved. This will be a relatively light touch process.
 - ii. Refresh : this is to be completed by 24th March 2009 and will enable account to be taken of current economic downturn and any other factors that may impact on targets in the LAA. This is a good opportunity for the Thematic Partnerships. ECC has been doing some background work in this connection and will be able to help in the process. **It was agreed** that this item should be considered at the next meeting of *Safer Essex*.

Action Point 4 Safer Essex consider the issues pertinent to Refresh at the January 2009 meeting.

Action Point 5 For ECC to share the current work on the possible implications of the economic downturn with Safer Essex.

2) Supporting People

- a. This paper was introduced by the Supporting People Head of Service and set out the current position of Essex as a pilot area trialling the removal of ring-fence around Supporting People funding. Some of the clients for SP funding (£10-12M expenditure out of a total of £29m) are the same client groupings that **Safer Essex** has an interest in. With the pilot arrangements comes the consideration of how future commissioning arrangements for SP will evolve set against a future fall in funding provision. With this in mind it is essential that there is a **Safer Essex** voice as part of the commissioning arrangements.

Action Point 6 **It was agreed** that this should be the case and that this view should be fed into the consideration of the new arrangements.

- b. An illustrative example was highlighted in relation to SP funding in the current year for funding of DV refuges. Although reducing the ring fencing of SP funding could bring opportunities for responding to funding requests there is also the risk that such situations could increase pressure on existing resources.

3) Sexual Offences

- a. This report set out the background requirements to reporting requirements for NI 26 from 2009/10 and the potential for considering this as a future priority in the LAA.
- b. The report made two recommendations relating to this and both were accepted.

Action Point 7 Specifically **it was agreed** that *Safer Essex* partners contribute to an initial scoping exercise to consider existing need, service provision, availability of data and specialist support services. This information will then be put together in a report for consideration by the next **Safer Essex** meeting in January 2009

7. LAA 2 and related Action Plans

1) Domestic Violence Review

- a. This report referred to the Review of Domestic Violence service provision commissioned by Essex Police, as target lead, on behalf of **Safer Essex**. The report headlined the key findings and recommendations of the Review. The headline recommendations in the report are as follows :
 - I. *To form a strategic domestic abuse (DA) forum for Essex sitting under the auspices of Safer Essex*
 - II. *To consider nominating a member of Safer Essex as the official representative on the DA group*
 - III. *For this to be actioned immediately in order for the forum to drive forward recommendations identified in the review*
 - IV. *That from April 2009 the post of strategic DV Coordinator is hosted by ECC, unless another more appropriate option is identified by the group*
 - V. *That the group support the request for PRG funding for the IDVA service (within new Essex) and an IDVA manager, as identified in the LAA action plan (£157,540 for 2009/10 and £157,540 for 2010/11).*
 - VI. *That the newly formed strategic domestic abuse forum identifies, in consultation with partners, the most appropriate management and support arrangements for the IDVA service, and that these are agreed and implemented from April 2009.*
 - VII. *That the Board actively support work to create a Federation of Essex Women's Aid Refuges if this recommendation is taken forward by the refuges.*
- b. The Target Lead for DV, ACC Peter Lowton, suggested that whilst much of the Review and recommendations had merit it would be appropriate for more detailed work on its contents to be undertaken by a time limited focus group. It is also important that the current Essex Against Domestic Violence members and also the Essex Refuges are engaged and informed of developments. It could be helpful for this focus group to include the Review Report author.

In the interim it was clear that there was support for the priority area and the need for stepping up our strategic and working arrangements. With this in mind there was strong support for the Performance Reward Grant bid for £315,000 be endorsed by **Safer Essex**. This provisional marker for funding as identified in the review does not, at this stage, confirm the total acceptance of all the findings particularly around some of the posts identified. This would be a key element of the more detailed focus group work proposed.
- c. The Chair stressed the importance of this work and that it needs to be prioritised in the short term.

Action point 8: It was agreed that the target lead convenes a time limited focus group (max 2 meetings), inviting Win Bernard the Review report author, to consider details of the review and the way forward. Key elements of this work should include :

- 1) Linkages with the Children's Safeguarding Board
- 2) Identification of where improvements will be made
- 3) The roles of the various posts identified
- 4) The role of the frontline staff
- 5) Engagement with key participants working in DV in Essex to ensure that a positive outcome can be achieved
- 6) Realisation that not all funding requested may be approved and an identification therefore of key priorities.

There will be a report to the next group in January 2008 on the decisions and actions taken.

2) LAA2 Action Plan and Performance Reward Requests:

- a. The bids for PRG arising out of LAA Action plans were presented in summary. It was noted that PRG funding could only be approved for those plans that addressed LAA priority areas and that if data was not available this would seriously affect the consideration for this funding.
- b. An indicative amount of PRG for the **Safer Essex** Thematic partnership has been identified at £610,000 not including an allocation for Road Safety. In addition LSPs have also received indicative amounts against which bids are being made that will also support **Safer Essex** LAA priorities.
- c. The total value of schemes considered by **Safer Essex** amounted to £902,000 showing a significant funding gap assuming indicative levels remain at the current amounts. It was agreed that there needs to be some work carried out on identifying the priorities for funding from the available resources and that this should enable partners to take a view on what the priorities should be if this proves necessary.
- d. Final decisions on PRG will not be made until the Essex Partnership Forum on 28th November.

Action point 9 : It was agreed that :

- 1) The recommendations for PRG, as set out in the report, be endorsed subject to the points below.
- 2) All Safer Essex Partners be circulated with more detail information on the PRG action plan bids as set out in the agenda so that a more considered view can be taken. *(NB this document was sent out on 9th October 2008 with return required by 22nd October)*
- 3) Subject to circulation of this information partners respond within 2 weeks indicating their priorities
- 4) This information be supplemented with an indication of bids made through local LSPs where this may be relevant to Safer Essex priorities
- 5) Funding for PRG can only be approved for those schemes that address LAA targets

8. Information Sharing Project

- 1) A report was presented on the findings of the group set up to review the trial presentations received by suppliers of software solutions
- 2) The report identified that if approved a PRG bid for £130k should be submitted and that the project should progress to the next stage in developing a tender.
- 3) The recommendations were accepted as set out below :

- i. To agree that a detailed system specification/requirement be developed to allow a tender process to commence.
- ii. To consider own organisation's current staff capacity and experience in project management/tender development and advise on availability;
- iii. To agree in the event that an existing project management resource is not found that Essex County Council lead on identifying the necessary funds and contracting a temporary project manager to develop the tender.
- iv. To agree that a proposal for £130,000 be submitted for Performance Reward Grant (PRG) funds (available 2009-11) to cover the cost of the basic solution.
- v. To agree that as part of the tender process it be established how much outsourcing would be desirable for the Essex Partnership in terms of: data management, analysts, system administration etc

Action Point 10 : Proceed to tender subject to funding (lead ECC)

9. Current Development Issues

1) **Operation APEX** : This was an information item setting out the proposal for meeting the key objective of securing £27m year on year to pay for an additional 600 police officers. The desired performance benefits of achieving this objective were set out in the report as :

- Reduce recorded crime to less than 100,000 per annum in the short term and become the safest county in England and Wales
- Reduce Anti Social Behaviour incidents to the lowest in England and Wales
- Achieve the best recorded customer experience
- Improve our effectiveness and service quality
- Achieve the best sanction detection rate in England and Wales
- Establish a highly productive and motivated workforce, with the most appropriate staff mix
- Continue to manage our resources wisely
- Improve workforce productivity and accountability, thus gaining further returns on our investment
- Improve demand management

It was noted that as part of delivery of this objective an additional 110 officers will be recruited by March 2009. These officers will be allocated on the basis of 22 per division.

2) **Community Safety Programme** :

- 1) The Community Safety Programme has been initiated through the Essex Management Board and two pilot areas will be selected for the delivery of the programme. This will be multi-agency in nature addressing how services are joined up locally and how they respond to Fear of Crime and anti-social behaviour.
- 2) The areas selected will one rural and one urban.
- 3) Various models will be researched and proposals will be submitted to the Essex Management Board and Safer Essex. The report set out a timetable for delivering the various stages of the project and identified that an application for PRG could be submitted once the model has been developed further and approved.

- 4) It was suggested at the meeting that representation from a rural and urban Best Performing CDRP could be invited to contribute to the local project board/s.

The contents of the report were noted and the action required to develop the programme further.

10. EDAAT issues :

- 5) Strategic Plan
 - i. It was noted that key priorities have been identified in the 3 year plan and it was now necessary to have named themed leads to take the priorities forward. These names will be submitted to the next **Safer Essex** meeting
 - ii. More detailed action plans are being developed and will be circulated in due course
 - iii. It was also noted that a Section 75 agreement has now been drafted dealing with financial issues. This will be reviewed over the next few weeks and considered at the next **Safer Essex** meeting.

Action point 11 : Confirmation of Identified theme leads to be resolved at the next meeting. List of potential theme lead agencies to be circulated with minutes.

- 6) Alcohol Strategy
 - i. The draft Alcohol Strategy had been circulated having been developed across agencies and service users
 - ii. A period of wider consultation will be undertaken on the detail of the action plans.

Action point 12 : The Alcohol Strategy was endorsed by Safer Essex subject to final sign off by the end of October 2008. The draft action plans will be out for consultation by the end of November 2008.

- 7) EDAAT Finance Report
 - i. Confirmation was given that the budget will be spent by year end.
 - ii. The report was noted.

11. AOB : There was no other business

Meeting ended at 11.40 am

Dates of future meetings:, 22nd January 2009 at 2pm, 5th March 2009 at 2pm

Dates for 2009/10 :

2nd July 2009

8th October 2009

28th Jan 2010

11th March 2010

All meetings for 2009/10 to commence at 9.30 am