

# Notice of Meeting

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## **Safer Select Committee**

**Tuesday, 6th April, 2010 at 6.30 pm**  
in Committee Room 2 Council Offices  
Market Street Newbury

Date of despatch of Agenda: Thursday, 25 March 2010

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Elaine Vincent on (01635) 519441  
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**WestBerkshire**  
C O U N C I L

## Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)

- To:** Councillors Jeff Beck, George Chandler, Adrian Edwards, Roger Hunneman (Vice-Chair), Quentin Webb (Chair) and Keith Woodhams
- Substitutes:** Councillors Lee Dillon, Geoff Findlay, Tony Linden and Terry Port
- Other Invitees:** Andy Day (Head of Policy and Communication), Superintendent Robin Rickard (Thames Valley Police), Concillor Paul Bryant, Andrew Garratt (Principal Engineer, Traffic Management and Road Safety)
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# Agenda

	<b>Page No.</b>
1 <b>Apologies</b> To receive apologies for inability to attend the meeting (if any),	
2 <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on 1 <sup>st</sup> February 2010.	4-8
3 <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	
4 <b>Update on Actions</b> To receive an update on actions previously raised by the Committee.	9-10
5 <b>Improving Public Confidence</b> To approve the recommendations put forward as a result of the scrutiny review into Improving Public Confidence.	11-28
6 <b>Installation of Fire Sprinklers Review</b> To undertake a review into the need for a policy in relation to the installation of fire sprinklers in Council buildings.	29-30
7 <b>Killed and Seriously Injured Road Traffic Casualties</b> To receive information regarding progress against required activities identified in the scrutiny review into killed and seriously injured road traffic casualties.	31-40
8 <b>Work Programme</b> To review the work programme for 2010/11.	41-42

Andy Day

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010** *(continued)*

Head of Policy and Communication

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West Berkshire  
C O U N C I L

**SAFER SELECT COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**Monday 1<sup>st</sup> February 2010**

**Councillors:** Quentin Webb (*Chairman*) (P), Jeff Beck (P), George Chandler (A), Adrian Edwards (A), Roger Hunneman (*Vice-Chairman*) (P), Keith Woodhams (P)

**Substitutes:** Lee Dillon, Geoff Findlay, Tony Linden, Terry Port

**Also present:** Andy Day (Head of Policy and Communication), Jessica Broom (Principal Policy Officer, Research and Consultation), Chief Inspector Judith Johnson (Thames Valley Police), Alex O'Connor (Assistant Community Safety Officer), Rachel Craggs (Community Safety Manager), Jo McIntyre (Domestic Violence Reduction Coordinator), Elaine Vincent (Principal Policy Officer, Equality and Diversity)

**PART I**

**9. APOLOGIES.**

Apologies for inability to attend the meeting were received on behalf of Superintendent Robin Rickard and Helen Clark (Waste Improvement and Enforcement Manager).

**10. MINUTES.**

The Minutes of the meeting held on 28<sup>th</sup> July 2009 were approved as a true and correct record and signed by the Chairman subject to the following amendments:

- **Agenda Item 4**, should refer to page 8 not page 9.
- The Committee requested that an update sheet be circulated with responses to all matters arising.
- **Minute 5, final sentence:** It was noted that Neighbourhood Action Groups were now required to engage more with the public. The introduction of monthly 'Have Your Say' meetings by Thames Valley Police were intended to provide greater accessibility for the public to the police and were expected to address the issue of greater involvement and improved communication. The arrangement and running of these meetings would be considered in conjunction with other agencies to ensure an integrated approach to public involvement.

**11. DECLARATIONS OF INTEREST.**

There were no declarations of interest received.

**12. CHAIRMAN'S REMARKS**

The Chairman requested that an item be added to future agendas entitled 'Chairman's Remarks' to allow information to be shared with the group that might not have arisen elsewhere on the agenda.

The Committee were advised that this could not be used to introduce new business to a meeting.

The Committee agreed to the addition and accepted the condition.

**RESOLVED** that future agendas to include 'Chairman's Remarks'

**13. IMPROVING PUBLIC CONFIDENCE**  
**13 i. RESIDENTS' VIEWS**

Jessica Broom presented a report to inform the Committee of the results of four residents' focus groups which were held in October 2009 and looked at residents' perceptions of the Council, and why residents felt that the police and the Council were not dealing with anti social behaviour.

In addition, results from the annual resident's survey were also available and presented to the Committee. These results highlighted that National Indicator 21 (residents' satisfaction levels with whether the police and other local services were successfully dealing with concerns about anti social behaviour and crime) had increased by five percentage points from 23% to 28%. The results also indicated that residents were two percentage points more satisfied with how their views were sought with regard to anti social behaviour and crime.

Residents considered that the following had the greatest impact on how well they thought the police and local public services were dealing with crime:

- Visibility of police, neighbourhood wardens and Police Community Support Officers (PCSOs);
- Actual levels of crime and anti social behaviour;
- Word of mouth;
- Media stories.

The key areas raised at the focus groups were:

- Anti social behaviour was considered the main issue but it was also recognised that this often appeared to be due to a lack of respect for people which the Council and police would not necessarily be able to address;
- Smaller issues should be addressed by the Council or police, for example graffiti, speeding or broken or damaged signposts;
- Residents would also like to see longer term solutions put in place such as activities for teenagers;
- There was a lack of awareness of what the Council or police were doing to address issues. Residents would like to be better informed and encouraged more creativity around how communications were delivered, for example using email alerts, producing fridge magnets and using parish publications to better effect;
- Residents also requested feedback from issues they reported.

The Committee discussed the creation of an integrated model for two way communication that worked across agencies, and allowed feedback to be provided to residents once issues had been raised. It was recognised that the new 'Have Your Say' meetings being run by Thames Valley Police could address this.

The Committee questioned whether the improvement in satisfaction reflected the effect of Neighbourhood Wardens. It was felt that the improvement was most likely the result of targeted communications in the Thatcham area put in place to address low satisfaction levels.

It was also noted that the 2008 Place Survey, which reported that the drop in satisfaction amongst residents, was conducted at a time when residents were raising a number of issues about the new waste contract.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was noted that a report was prepared annually to communicate the results of the residents survey, and that all respondents would receive feedback.

**RESOLVED** that 'Have Your Say' meetings would be developed to integrate what was required by residents, the police, the Council and other interested agencies.

### **13 ii. COMMUNICATION SURVEY**

Andy Day presented information to the Committee regarding a survey that was carried out in 2009 to compare West Berkshire Council's communication activity with that of other councils.

The results indicated that West Berkshire Council was providing a communications service that was comparable to other authorities. The Council could improve its communications activity by aligning the communications activity across the Council and by investing further in 'A Great Place to Live' as the only publications regularly distributed to residents.

Alex O'Connor reported to the Committee on communications activity undertaken by the Community Safety Team as a result of the drop in satisfaction levels from the 2008 Place Survey.

- Weekly meetings were held with Thames Valley Police and West Berkshire Council press officers to review media articles and considered how to address negative stories or correct inaccurate reports.
- Monthly meetings were held with the media around specific themes to report positive news stories. Recent and planned themes included domestic abuse, arson and anti social behaviour. The press had given positive feedback on this approach.
- Monthly meetings to discuss issues relevant to National Indicator 21 were being held.
- The Community Safety Team was involved in the targeted publication in Thatcham. A second newsletter was planned for Thatcham in recognition that a single publication would not be effective on its own. Positive stories were being gathered.
- Adverts were placed in the December issue of Prevue, available from the cinema. These addressed domestic and alcohol abuse and were targeted at a younger audience.
- A Christmas crime prevention 'menu' was published in December and distributed through local papers, the internet and Neighbourhood Wardens.
- The team always ensured editorial was included in 'A Great Place to Live'.
- The Safer Partnership were developing a Communications Strategy, from which the Community Safety Team would develop a local strategy.
- The team would plan to publish minimum standards for addressing anti social behaviour.
- The team ensured that the Council website was updated properly and in a timely manner.

Suggestions were offered to place information in local Post Offices to assist with distribution, especially in rural areas, and officer were asked to ensure that all publications were written in plain English.

**RESOLVED that** the second Thatcham newsletter would include the improvement in results from the residents survey as a positive story.

### **13 iii. CONCLUSIONS**

The Committee considered the residents' suggestion of email alerts and recognised that this would require working with IT to understand how this could be coordinated across the Council and remain relevant for residents.

It was noted that targeted newsletters, whilst they were effective, could not be offered as a regular occurrence due to the level of resource required. Anecdotal feedback from the newsletters had been positive and results were awaited from a recent survey to confirm this view.

#### **RESOLVED that**

- Results from the survey to understand the effectiveness of the targeted Thatcham newsletter be distributed to the Committee when available.
- A final report be prepared drawing together the results of this review for agreement by the Committee.

### **14. SELLING OF KNIVES AND ASSOCIATED KNIFE CRIME**

The Chairman clarified that the remaining issue from this review was to understand safe methods for the disposal of any sharp blade from any source.

The West Berkshire Council Waste Team provided information that the only current provision was for cutlery knives to be recycled with other metals. Other knives could not be disposed of through the waste service.

It was noted that the police had previously held knife amnesties and disposed of knives collected in this manner. Reassurance was given that any person arrested in possession of a knife would have the knife confiscated and the knife would be disposed of.

The Committee agreed that no further action was necessary for this review. The police were able to collect and dispose of knives.

**RESOLVED that** this review would be closed.

### **15. DOMESTIC ABUSE**

Rachel Craggs and Jo McIntyre presented information to the Committee regarding the action plan developed as a result of the Pemberton report of 2008. Six of the thirteen recommendations related to training and awareness raising for staff in all agencies, victims and their families and the wider community. This included awareness raising to assist people in identifying themselves as victims as this was not always recognised.

Training has been held for some Child Safeguarding employees and GPs amongst others. In West Berkshire there was a small volunteer pool of trainers from different statutory and voluntary agencies to train everyone necessary. However the reducing number of volunteers made it difficult to undertake only 6 sessions a year despite the fact that 418 members of staff still needed training. Consideration was being given to employing a dedicated trainer within the Community Safety Team, or to buy in the services from a consultant. It was important to ensure that any training given was adequate due to the high risk in providing sub standard training.

It was questioned whether the Safer Communities Partnership could be approached to fund a dedicated training post.

It was noted that the police delivered their own training and that it could be useful to understand how resources could be shared in this area.

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was further noted that a dedicated trainer was considered to be the more effective way of delivering and managing this training programme however ongoing professional development would be required to maintain skill levels.

Following questioning, Jo McIntyre confirmed that schools had received recommendations as part of the report and these were being addressed. A schools coordinator would be best placed to assist schools in understanding the issues and with training, however this role no longer exists. It was suggested that the schools forum would be best placed to assist.

In response to other recommendations, the Community Safety Team confirmed that they:

- were developing a website to provide information to agencies and users;
- had set up a third party reporting centre in Lambourn;
- had provided a number of leaflets, some in a range of languages;
- had made available two policies for employees either experiencing domestic violence, or in contact with someone experiencing domestic violence;
- had contributed to a multi agency strategy which was currently out to consultation.

A request was made for Member guidance to clarify the process to be followed should a Member become aware of a domestic violence situation. This was agreed and consideration would be given to utilising the Member Bulletin and Yearbook for useful information or telephone numbers.

**RESOLVED that:**

- Jo McIntyre provide guidance to Members.
- Andy Day and Rachel Craggs discuss how to work with schools in the absence of a dedicated point of contact.
- The Committee agreed to endorse the action plan and invite the Community Safety Team to approach the Committee for assistance if required.

**16. WORK PROGRAMME**

The Chairman introduced an item agreed by the Overview and Scrutiny Management Commission to be taken forward by this Committee. The item was to consider a policy for the installation of fire sprinklers in new and renovated council buildings. It was agreed that this would be the next item for review.

The Committee additionally agreed to review the progress of the road safety work programme at the next meeting.

**RESOLVED that:**

- A scoping paper for a fire sprinkler policy be developed and submitted to the Overview and Scrutiny Management Commission.
- Andrew Garratt (Principal Engineer, Traffic Management and Road Safety) be requested to provide an update on the road safety work programme.

*(The meeting commenced at 6.30pm and closed at 8.15pm)*

**CHAIRMAN** .....

**Date of Signature:** .....



## Item 4

### Safer Select Committee – 1<sup>st</sup> February 2010

#### Matters Arising

##### Improving Public Confidence

'Have Your Say' meetings would be developed to integrate what was required by residents, the police, the Council and other interested agencies.	JJ / AD	AD / RH / KW / JJ met in February to discuss how this would move forward.
The second Thatcham newsletter would include the improvement in results from the residents survey as a positive story	AO'C	Positive article is being written for the next newsletter by the press officers. Next edition of the newsletter is being compiled now to go out shortly.
Results from the survey to understand the effectiveness of the targeted Thatcham newsletter to be distributed to the Committee when available.	AO'C	<p>The survey was not a great success. There was a low level of response thought to be due to a combination of people not seeing the leaflet in the paper (possibly throwing it away when it arrives with a free paper), and a small survey sample as resources were limited to gather the information.</p> <p>40 surveys were completed but only 10 of those had seen the leaflet. Of those 10, 9 people had read it and found it informative.</p>
A final report be prepared drawing together the results of this review for agreement by the Committee.	EV	<p>Draft complete, agreed by AD</p> <p>Circulate to QW and committee?</p>

##### Selling of Knives and Associated Knife Crime

This review would be closed	EV	Updated work programme and OSMC. MF to update motions database.
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##### Domestic Abuse

Jo McIntyre to provide guidance to Members.	JM	<ul style="list-style-type: none"><li>• Members to initially be directed to the West Berks Domestic Abuse Forum Website. <a href="http://www.domesticabusewb.org.uk">www.domesticabusewb.org.uk</a></li><li>• Further information will be available from the shortly to be published WBC policy for staff dealing with disclosures of domestic abuse.</li><li>• A training event can be arranged if there is</li></ul>
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**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

Andy Day and Rachel Craggs discuss how to work with schools in the absence of a dedicated point of contact.

AD / RC

member support for this.

Jan Shally had been leading on the domestic abuse work in schools but her post was deleted after she left earlier in the year. Christine Allen, the Healthy Schools Co-ordinator, is working with teachers to assist them with obtaining National Accreditation for teaching PSHE and now has 30 teachers accredited. This requires them to specialise in substance misuse or sex and health education and they would provide a good network for us to engage with to facilitate domestic abuse work in schools. Links will be made with them when a domestic abuse resource is available and Jo McIntyre will attend the Education Forum with the BWA Manager to discuss the use of the Women's Aid Expect Respect domestic abuse resource in schools.

Links are also being made with Oxfordshire who have developed an information sharing protocol between schools, EWOs and Police, with a view to replicating it across Thames Valley. This will enable information relating to a family that comes to the notice of Children's Services to be shared with the school. This work is being shared with Karen Pottinger (Principal EWO), as she has also set up a WBC sub group to look at developing a similar protocol. It is therefore recommended that any domestic abuse-related work in West Berkshire is taken to the Domestic Abuse Forum to ensure there is no duplication of work being undertaken.

The Committee agreed to endorse the action plan and invite the Community Safety Team to approach the Committee for assistance if required.

Complete

**Work Programme**

A scoping paper for a fire sprinkler policy be developed and submitted to the OSMC.

EV

Draft complete. AD & QW agreed. Presented to OSMC in March where it was approved to go ahead.

Andrew Garratt (Principal Engineer, Traffic Management and Road Safety) be requested to provide an update on the road safety work programme.

EV

Update brought to April meeting.

AG

Item 5

<b>Title of Report:</b>	<b>Scrutiny review into Improving Public Confidence</b>	<b>Item</b>
<b>Report to be considered by:</b>	Overview and Scrutiny Commission	
<b>Date of Meeting:</b>		

**Purpose of Report:** To outline the results of the investigation into improving public confidence.

**Recommended Action:** That the Overview and Scrutiny Commission endorses the recommendations of the Task Group for the consideration of the Executive.

<b>Task Group Chairman</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Quentin Webb – Tel (01635) 201435
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<b>Name:</b>	Elaine Vincent
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## **Executive Report**

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### **INTRODUCTION**

The publication of provisional 2008/09 National Indicator scores, indicated that West Berkshire had achieved a below average score for NI21 (Dealing with concerns about anti-social behaviour and crime). At the initial meeting of the Safer Select Committee on 7<sup>th</sup> July 2009 it was agreed to conduct a scrutiny review into Improving Public Confidence, incorporating the role that Neighbourhood Action Groups have in influencing this.

### **TERMS OF REFERENCE**

The Terms of Reference for the review were to conduct a review into the role and effectiveness of the NAGs in the West Berkshire area and the way in which they support a reduction in concerns about anti-social behaviour. In addition the review was to consider other sources of information available to the public and how these could influence public perception. In particular the review would look at:

- How West Berkshire Council and Thames Valley Police work together.
- Ward member involvement in NAGs.
- How NAGs work in different areas of the district, their relationship with their community, and views on their effectiveness.
- Examples of good practice for the possibility of implementation in other areas.
- Provide recommendations that will improve current arrangements.

### **MEMBERSHIP**

The Members of the Select Committee involved in this review were Councillor Hilary Cole (Chairman until August 1<sup>st</sup> 2009), Councillor Quentin Webb (Chairman from August 1<sup>st</sup> 2009), Councillor Jeff Beck, Councillor George Chandler, Councillor Adrian Edwards, Councillor Roger Hunneman, Councillor Keith Woodhams, Councillor Geoff Findlay and Councillor Tony Linden.

### **BACKGROUND AND CONTEXT**

The Department for Communities and Local Government introduced a single set of 198 National Indicators (NIs) in April 2008, replacing all previous indicator sets including Best Value Performance Indicators (BVPIs). The new NIs include 18 indicators to measure residents' views and perceptions collected through a Place Survey administered by all local authorities.

The 2008/09 National Indicator set resulted in West Berkshire achieving a score of 22.6% for NI21 (Dealing with concerns about anti-social behaviour and crime). When compared to other local authorities, this placed West Berkshire in the bottom quartile for this indicator.

Additionally, NI27 (Understanding of/seeking people's views about crime and anti social behaviour) was also scored in the bottom quartile with a score of 21%.

In contrast to this, West Berkshire residents' perceptions of actual crime and anti social behaviour performed in the top quartile.

## Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 *(continued)*

NI	West Berkshire	South East Average	England Average	
21 – Dealing with concerns	23%	26%	26%	(Best to be high)
27 – Understanding concerns	21%	24%	25%	
17 – Overall perception ASB	13%	16%	20%	
41 – Drunk & Rowdy	20%	27%	29%	(Best to be low)
42 – Drug use & dealing	21%	24%	31%	

### METHODOLOGY

The review was conducted by the Safer Select Committee working with Council officers and representatives from Thames Valley Police.

The Committee held meetings as outlined below:

Meeting date	Meeting focus
Tuesday 7 <sup>th</sup> July 2009	Agreement of review subject Define scope of review Agree activity to be undertaken in relation to review.
Tuesday 28 <sup>th</sup> July 2009	Information received regarding: <ul style="list-style-type: none"> <li>Residents' perceptions gathered through the Place Survey</li> <li>Neighbourhood Action Groups</li> <li>Actual crime statistics</li> </ul>
Monday 1 <sup>st</sup> February 2010	Information received regarding: <ul style="list-style-type: none"> <li>Residents' perceptions gathered through focus groups</li> <li>Comparative residents' perceptions gathered from the 2009 Place Survey</li> <li>Communications survey</li> </ul> Development of conclusions and recommendations
Tuesday 6 <sup>th</sup> April 2009	Agreement of the final report

The minutes of each meeting are shown at Appendices A to D respectively.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

In addition to Committee meetings, a number of focus groups were held in November 2009 to further understand the perceptions of residents in relation to anti social behaviour, and the way in which the Council and police were working together to address this.

Information gained from a survey undertaken in June 2009 by Thames Valley Police to understand the views of those involved in NAGs was also brought to the Committee.

In addition, results from the annual resident's survey 2009 were also presented to the Committee.

### **ACKNOWLEDGEMENTS AND THANKS**

The Chairman and Members of the Committee would like to acknowledge and thank all those who supported and gave evidence to the review.

### **FINDINGS**

The findings of the task group are outlined below.

#### **Communications**

The National Indicator NI21 (people's perceptions about whether crime was being dealt with) is influenced more by the perception of engagement than the perception of local crime figures.

When compared to other Councils, West Berkshire Council is providing a comparable service.

Local areas demonstrating the lowest scores relating to NI21 were in Thatcham and the rural west. This is confirmed by the Police Neighbourhood Survey.

Evidence from the Office for Criminal Justice shows that when residents receive information about their areas, their perceptions are significantly increased. This was confirmed when perceptions improved in Thatcham subsequent to receiving a targeted newsletter containing activities being undertaken in the area.

Thames Valley Police have introduced 'Have Your Say' meetings across the district with the specific remit to engage with the public and understand issues.

#### **Neighbourhood Action Groups**

The more successful Neighbourhood Action Groups are most likely to be located in urban areas.

Where Neighbourhood Action Groups have been identified as less than effective or ineffective, this was most likely to be due to processes or structures, than individuals (for example rural Neighbourhood Action Groups were harder to run).

Neighbourhood Actions Groups do not consistently feed back appropriate information to their communities on activity that has been undertaken to address residents' concerns. There is a greater opportunity for Neighbourhood Action Groups to reassure residents with positive communications.

There is no clear correlation between areas with a positive perception of the work of the police and Council, and the effectiveness of the NAG in the area.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

### **General**

Residents can be influenced for a long period of time after crime or anti social behaviour had been addressed. Examples were cited of people referring to incidents that happened up to 2 years previously.

### **CONCLUSIONS**

The results of the 2009 annual satisfaction survey indicated that residents' satisfaction has increased by five percentage points over the year. Although difficult to evidence a direct relationship, the timing of the initial drop in satisfaction is considered to relate directly to changes to the waste contract in 2008 affecting all residents in the district and from which a number of concerns were raised. The subsequent increase in 2009 in satisfaction levels is considered to have occurred as a result of the new waste contract settling, and additional positive communications that were put in place in Thatcham, the area of greatest dissatisfaction. Although targeting of specific areas would be likely to increase perception, this approach would not be financially sustainable.

Resident focus groups have indicated that current methods for capturing issues and concerns of residents are not adequate. Residents related that they do not receive feedback when they report issues, and do not see positive activity undertaken by the Council or police aimed at reducing anti social behaviour or the effects of such behaviour.

The initial study into Neighbourhood Action Groups did not uphold a view that they have a great influence on the satisfaction of residents in relation to how the Council and police deal with anti social behaviour. Meetings are of differing levels of effectiveness and may be closed to the public. An review of NAGs being undertaken by Thames Valley Police will address any issues arising.

### **RECOMMENDATIONS**

#### **The Task Group recommends that:**

- i. The Council's Community Safety Team to continue regular meetings with Thames Valley Police and press officers to recommend activity aimed at increasing resident confidence, including consideration of whether it would be appropriate to target particular areas subject to appropriate funding being identified.
- ii. Thames Valley Police continue to develop 'Have Your Say' meetings, introduced by the police, into a forum whereby issues and concerns can be captured and responded to appropriately.
- iii. Thames Valley Police review of Neighbourhood Action Groups to be considered and implemented by Thames Valley Police. This review should consider altering the governance arrangements for Neighbourhood Action Groups to require reporting of outcomes to the community.

### **Appendices**

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Appendix A – Minutes of the Safer Select Committee meeting held on 7 July 2009

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010** *(continued)*

Appendix B – Minutes of the Improving Public Confidence Task Group of the Safer Select Committee meeting held on 28 July 2009

Appendix C – Minutes of the Safer Select Committee meeting held on 21 December 2009



## Safer Select Committee

### MINUTES OF THE MEETING HELD ON Tuesday 7<sup>th</sup> July 2009

**Councillors:** Hilary Cole (*Chairman*) (P), Jeff Beck (P), George Chandler (P), Adrian Edwards (AP), Roger Hunneman (*Vice-Chairman*) (P), Keith Woodhams (P)

**Substitutes:** Lee Dillon, Geoff Findlay, Tony Linden(P), Gwen Mason

**Also present:** Andy Day (Head of Policy and Communication), Elaine Vincent (Principal Policy Officer)

#### PART I

**4. APOLOGIES.**

Apologies for inability to attend the meeting were received on behalf of Councillor Adrian Edwards. Councillor Tony Linden substituted.

**5. MINUTES.**

The Minutes of the meeting held on Tuesday 12<sup>th</sup> May 2009 were approved as a true and correct record and signed by the Chairman.

**6. DECLARATIONS OF INTEREST.**

Councillors Roger Hunneman, Tony Linden, Jeff Beck, George Chandler and Hilary Cole declared an interest in Agenda Item 5, but reported that, as their interest was not personal and prejudicial, they were permitted to take part in the debate and vote on the matter.

**7. WORK PROGRAMME FOR THE COMMITTEE.**

The Committee considered the proposed work programme for the Committee with a view to prioritising the listed items and considering additional areas for inclusion.

Councillor Cole informed the Committee of the work item 'Implementation of the recommendations arising from the Laming Report, following the 'Baby P' enquiry' that was to be transferred from the Stronger Select Committee. It was noted that this item would be more appropriately placed within the work programme for the Safer Select Committee. The Committee agreed that this item should be added to the work programme.

The Committee agreed to combine items 1 (Public confidence in crime and disorder management) and 6 (Neighbourhood Action Groups) into a single review item of 'Improving Public Confidence'. This would be the first item for review. The Committee further agreed to combine items 2 (Preventing road accidents in West Berkshire ) and 3 (Annual road safety work programme) into a single review item of 'Road Safety'. This would be the second item for review.

Councillor Cole suggested that the remaining items on the work plan not be prioritised until further information became available from the Safer Communities Partnership. This would support flexibility in the work plan to allow for unplanned items to be included as required. The Committee accepted this proposal.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was noted that item 2 – Preventing road accidents in West Berkshire – underwent a significant review recently and that further reviews undertaken by the Committee would take into consideration recommendations and progress since then.

A question was raised as to the requirements for the review around item 5 – mixed parking arrangements. Clarification would be sent to the Committee.

The Committee agreed the following administrative points:

- The Committee would expect to review one item at a time due to resource constraints.
- That task groups would not be formed for reviews as the Committee was suitably sized to negate this need.
- Quarterly meetings were scheduled, however it was noted that further commitment would be required when reviewing certain areas.
- Quarterly meetings would be scheduled for the evenings due to the need for public access. Interim meetings would be scheduled as day time when there was no public attendance required, and evenings meetings requiring public attendance.

### **RESOLVED that:**

- The work programme would be amended to reflect the agreed additions, amendments and priorities.
- Clarification of the requirements for item 5 on the work plan would be sent to the Committee.

## **8. PUBLIC CONFIDENCE.**

*(Councillors Roger Hunneman, Tony Linden, Jeff Beck, George Chandler and Hilary Cole declared a personal interest in Agenda item 5 by virtue of the fact that they are members of Neighbourhood Action Groups. As their interest was personal and not prejudicial they were permitted to take part in the debate and vote on the matter).*

Councillor Cole introduced the first item for review, and explained that the subject had changed focus to specifically include the contribution of Neighbourhood Action Groups (NAGs) in increasing public confidence. This reflected the agreement to combine items 1 and 6 of the work plan and would ensure that work undertaken by the Committee would not duplicate work soon to be undertaken by the Overview and Scrutiny Management Commission.

The Committee reviewed the proposed scoping of the project and requested a number of amendments. Councillor Cole expressed a wish to ensure that the scope did not become so wide as to make the review unmanageable. The Committee agreed on the following amendments:

- The title of the review should be altered to read 'Improving Public Confidence'
- The terms of reference should include Member involvement in NAGs.
- There was a link between NI17 (Perceptions of anti-social behaviour), NI21 (Dealing with local concerns about anti-social behaviour and crime issues by the local council and police) and NI27 (Understanding of local concerns about anti-social behaviour and crime issues by the local council and police), and this should be recognised in the scoping and review activity.

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

- There should be a reflection of the external influences that had an effect on the public's perception of anti-social behaviour such as the media and personal experience.
- A number of witnesses should be added to the scope, including the public and Councillors.

The Committee discussed further activity that could inform this review and agreed the following:

- Consider action to be given to encouraging NAGs to share information and approaches
- Presentations about levels of crime should be balanced and not just reflect the positive.
- Consider action to be given to communications activity when compared to other local authorities.

**RESOLVED that:**

- The scoping document, as amended, be approved.
- Members contact the Principal Policy Officer with any further suggestions for witnesses for this review.

*(The meeting commenced at 6.30pm and closed at 7.30pm)*

**CHAIRMAN** .....

**Date of Signature:** .....

## **IMPROVING PUBLIC CONFIDENCE TASK GROUP of the SAFER SELECT COMMITTEE**

### **MINUTES OF THE MEETING HELD ON Tuesday 28<sup>th</sup> July 2009**

**Councillors:** Hilary Cole (*Chairman*) (*P*), Quentin Webb (*P*), Jeff Beck (*AP*), George Chandler (*AP*), Adrian Edwards (*P*), Roger Hunneman (*Vice-Chairman*) (*P*), Keith Woodhams (*P*)

**Substitutes:** Lee Dillon, Geoff Findlay (*P*), Tony Linden (*P*), Terry Port

**Also present:** Andy Day (Head of Policy and Communication), Superintendent Robin Rickard (Thames Valley Police), Rachel Craggs (Community Safety Manager), Aidan Stephenson (Safer Communities Partnership Analyst), Jessica Broom (Principal Policy Officer), Elaine Vincent (Principal Policy Officer)

#### **PART I**

##### **1. APOLOGIES.**

Apologies for inability to attend the meeting were received on behalf of Councillors Jeff Beck and George Chandler. Councillors Tony Linden and Geoff Findlay substituted.

##### **2. DECLARATIONS OF INTEREST.**

There were no declarations of interest received.

##### **3. PERCEPTION INFORMATION.**

Jessica Broom presented a paper to the Group on perceptions of anti social behaviour relating to the Police and West Berkshire Council. The information presented was sourced from:

- the Place Survey locally and compared to national and South East averages;
- the Community Safety Survey
- National research from MORI

A key finding was that NI21 (people's perceptions about whether crime was being dealt with) was influenced more by the perception of engagement than the perception of local crime figures.

Local areas demonstrating the lowest scores relating to NI21 were in Thatcham and the rural west.

It was recommended that consideration be given to further investigation through focus groups to understand more about why residents did not feel that the Council and Police dealt with anti social behaviour or sought local views.

It was noted that a study by the Office for Criminal Justice found that receiving information booklets significantly increased positive attitudes.

Clarification was provided to the Group that the current surveys were the Place Survey (relating to the area generally), and the Annual Satisfaction Survey (relating to the

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

Council only). The Community Safety Survey would no longer be run as it was proposed that the questions would be incorporated into the Annual Satisfaction Survey.

Jessica Broom clarified the following points raised by the Group:

- The Place Survey was a random sample of 3500 addresses and due to the method of selection it was unlikely that the same people would be surveyed again in future years.
- There was approximately a 50% response rate, and the results presented were statistically significant.
- It could be deduced that the results for Newbury were not skewed by the wards ranked as deprived, therefore this was likely to be true for Thatcham. However this could be investigated further if necessary.

The following question was raised by the Group:

- How were Basingstoke and Deane able to achieve a score for NI21 that was 8% higher than West Berkshire?

Robin Rickard confirmed that the Police Neighbourhood Survey also showed Thatcham as an area of lower confidence. It was noted that respondents to this survey could not be followed up as the responses received were anonymous.

It was further noted that a number of other factors might impact on resident's perceptions in relation to this matter. For example, the location and availability of police stations, the success of Neighbourhood Action Groups, local media stories, awareness of local incidents that might not be in West Berkshire (for example in Reading), and residents expectations of how the police should deal with a reported incident.

In response it was suggested that Town and Parish Councils could invite police representatives in order to support engagement with the public in the area.

A note of caution was raised to ensure that this review remained focussed on those things that could be influenced with the resources available.

#### **4. NEIGHBOURHOOD ACTION GROUPS.**

Superintendent Robin Rickard gave a verbal presentation to the Group with regard to Neighbourhood Action Groups (NAGs). There were 18 NAGs in the West Berkshire area which covered the whole of the district. The role of each NAG was to be a multi agency problem solving group, including partners and the community. NAGs were to focus on three priority areas as identified by the local community. Members of NAGs had been trained in problem solving.

It was noted that the more successful NAGs tended to be located in urban areas. A police assessment of the effectiveness of NAGs (based on whether they had met their stated priorities) indicated that of the 18 NAGS:

- 5 were fully effective
- 7 worked well
- 5 were less than effective
- 1 was ineffective

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was further noted that where NAGs had been identified as less than effective or ineffective, this was most likely due to processes or structures (for example rural NAGs were harder to run).

On request, Supt Rickard agreed to identify the NAGs in each category in due course.

It was noted that NAGs were not given specific responsibility for improving public confidence; however the way in which they operated could make a contribution to this. Consideration was requested to be given to requiring NAGs to feed back to the community on activity that had been taken to address concerns. It was suggested that this could occur at Town or Parish Council meetings which were often attended by the media thereby ensuring positive messages could be placed in the public domain.

It was further noted that there was no clear correlation between areas with a positive perception of the work of the police and Council, and the effectiveness of the NAG in the area.

Supt Rickard explained that a survey had been undertaken in June 2009 to understand the views of those involved in NAGs. Some key findings from the survey were:

- 32% of respondents believed that communication between NAGs and partner organisations was good or excellent;
- 55% of respondents believed that local residents did not know about their NAG;
- 18% strongly agreed that their NAG had had a positive impact in their area

A view was expressed that the West Berkshire area was a relatively safe place to live, it was therefore important for everyone to take care in communicating with the public, and to utilise opportunities to be positive.

Supt Rickard explained that the police produced a monthly update for local people. It was suggested that this could be linked into Parish Council websites.

Further suggestions as to how NAGs could further contribute to improving public confidence were:

- Requiring NAGs to hold public meetings at least once a year;
- Ensuring that Ward Members be invited to each NAG

Supt Rickard explained that the SCP was developing a Communications & Confidence Action Plan with three main headings:

- Neighbourhood focus – Thatcham had been agreed as a focus to understand what did or did not work in relation to improving public confidence as the results of the Place Survey showed confidence to be low in this area.
- Crime and anti social behaviour – recognition that only a minority of people received services from the police and partners in response to problems with crime and anti social behaviour and how their experiences influenced other people's perceptions.
- Communications – eg to provide contact information for Neighbourhood Policing.

Further, policing teams had produced visibility plans to set out how to engage with the public; an events calendar was being developed to identify where the police could engage with communities; and a weekly meeting had been set up between the Council and police to coordinate media stories.

In support of this, the Council would contact all Town and Parish Council clerks to source information for the events calendar.

**5. CRIME STATISTICS.**

A presentation was received from Rachel Craggs and Aidan Stephenson regarding crime and perception of crime.

It was noted that residents could be influenced for a long period of time after crime or anti social behaviour had been addressed, with examples of people referring to incidents that happened up to 2 years previously being discussed. This raised a question as to what the Council and the police could do to correct perceptions, with a suggestion that in areas where free papers heavily influenced perceptions they should also be utilised to correct them.

Aidan Stephenson clarified the following points raised by the Group:

- All presented statistics were based on super output areas.
- Open areas were not identified through this analysis as being hot spots for anti social behaviour.

It was noted that consideration should be given to targeting resources to particular areas. However a reminder was provided that this review was to consider improvements to public confidence through partnership working and that the issues should not be considered as belonging to the Council or to the police only.

**RESOLVED that:**

- Jessica Broom to investigate how Basingstoke and Deane were able to achieve a score for NI21 (Dealing with local concerns about anti social behaviour and crime issues by the local council and police) that was 8% higher than West Berkshire.
- Aidan Stephenson to prepare information setting out perception values against actual crime values by area across the district.
- Supt Rickard to provide information to identify which NAGs were considered effective or ineffective.
- West Berkshire Council to contact Town and Parish Council clerks to source event information for Supt Rickard.
- The Place Survey to be utilised to include targeted questions relating to public confidence.

Recommendations for further consideration:

- To consider producing information booklets for residents.
- To consider utilising free newspapers as a communication tool to improve public confidence.
- To consider implementing a requirement for NAGs to formally report to their Town or Parish Council.
- To consider requiring NAGs to hold public meetings at least once a year.

*(The meeting commenced at 10.00am and closed at 12.00pm)*

**CHAIRMAN** .....

**Date of Signature:** .....

**SAFER SELECT COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**Monday 1<sup>st</sup> February 2010**

**Councillors:** Quentin Webb (*Chairman*) (P), Jeff Beck (P), George Chandler (A), Adrian Edwards (A), Roger Hunneman (*Vice-Chairman*) (P), Keith Woodhams (P)

**Substitutes:** Lee Dillon, Geoff Findlay, Tony Linden, Terry Port

**Also present:** Andy Day (Head of Policy and Communication), Jessica Broom (Principal Policy Officer, Research and Consultation), Chief Inspector Judith Johnson (Thames Valley Police), Alex O'Connor (Assistant Community Safety Officer), Rachel Craggs (Community Safety Manager), Jo McIntyre (Domestic Violence Reduction Coordinator), Elaine Vincent (Principal Policy Officer, Equality and Diversity)

**PART I**

**9. APOLOGIES.**

Apologies for inability to attend the meeting were received on behalf of Superintendent Robin Rickard and Helen Clark (Waste Improvement and Enforcement Manager).

**10. MINUTES.**

The Minutes of the meeting held on 28<sup>th</sup> July 2009 were approved as a true and correct record and signed by the Chairman subject to the following amendments:

- **Agenda Item 4**, should refer to page 8 not page 9.
- The Committee requested that an update sheet be circulated with responses to all matters arising.
- **Minute 5, final sentence**: It was noted that Neighbourhood Action Groups were now required to engage more with the public. The introduction of monthly 'Have Your Say' meetings by Thames Valley Police were intended to provide greater accessibility for the public to the police and were expected to address the issue of greater involvement and improved communication. The arrangement and running of these meetings would be considered in conjunction with other agencies to ensure an integrated approach to public involvement.

**11. DECLARATIONS OF INTEREST.**

There were no declarations of interest received.

**12. CHAIRMAN'S REMARKS**

The Chairman requested that an item be added to future agendas entitled 'Chairman's Remarks' to allow information to be shared with the group that might not have arisen elsewhere on the agenda.

The Committee were advised that this could not be used to introduce new business to a meeting.

The Committee agreed to the addition and accepted the condition.

**RESOLVED that** future agendas to include 'Chairman's Remarks'



**13. IMPROVING PUBLIC CONFIDENCE**  
**13 i. RESIDENTS' VIEWS**

Jessica Broom presented a report to inform the Committee of the results of four residents' focus groups which were held in October 2009 and looked at residents' perceptions of the Council, and why residents felt that the police and the Council were not dealing with anti social behaviour.

In addition, results from the annual resident's survey were also available and presented to the Committee. These results highlighted that National Indicator 21 (residents' satisfaction levels with whether the police and other local services were successfully dealing with concerns about anti social behaviour and crime) had increased by five percentage points from 23% to 28%. The results also indicated that residents were two percentage points more satisfied with how their views were sought with regard to anti social behaviour and crime.

Residents considered that the following had the greatest impact on how well they thought the police and local public services were dealing with crime:

- Visibility of police, neighbourhood wardens and Police Community Support Officers (PCSOs);
- Actual levels of crime and anti social behaviour;
- Word of mouth;
- Media stories.

The key areas raised at the focus groups were:

- Anti social behaviour was considered the main issue but it was also recognised that this often appeared to be due to a lack of respect for people which the Council and police would not necessarily be able to address;
- Smaller issues should be addressed by the Council or police, for example graffiti, speeding or broken or damaged signposts;
- Residents would also like to see longer term solutions put in place such as activities for teenagers;
- There was a lack of awareness of what the Council or police were doing to address issues. Residents would like to be better informed and encouraged more creativity around how communications were delivered, for example using email alerts, producing fridge magnets and using parish publications to better effect;
- Residents also requested feedback from issues they reported.

The Committee discussed the creation of an integrated model for two way communication that worked across agencies, and allowed feedback to be provided to residents once issues had been raised. It was recognised that the new 'Have Your Say' meetings being run by Thames Valley Police could address this.

The Committee questioned whether the improvement in satisfaction reflected the effect of Neighbourhood Wardens. It was felt that the improvement was most likely the result of targeted communications in the Thatcham area put in place to address low satisfaction levels.

It was also noted that the 2008 Place Survey, which reported that the drop in satisfaction amongst residents, was conducted at a time when residents were raising a number of issues about the new waste contract.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was noted that a report was prepared annually to communicate the results of the residents survey, and that all respondents would receive feedback.

**RESOLVED** that 'Have Your Say' meetings would be developed to integrate what was required by residents, the police, the Council and other interested agencies.

### **13 ii. COMMUNICATION SURVEY**

Andy Day presented information to the Committee regarding a survey that was carried out in 2009 to compare West Berkshire Council's communication activity with that of other councils.

The results indicated that West Berkshire Council was providing a communications service that was comparable to other authorities. The Council could improve its communications activity by aligning the communications activity across the Council and by investing further in 'A Great Place to Live' as the only publications regularly distributed to residents.

Alex O'Connor reported to the Committee on communications activity undertaken by the Community Safety Team as a result of the drop in satisfaction levels from the 2008 Place Survey.

- Weekly meetings were held with Thames Valley Police and West Berkshire Council press officers to review media articles and considered how to address negative stories or correct inaccurate reports.
- Monthly meetings were held with the media around specific themes to report positive news stories. Recent and planned themes included domestic abuse, arson and anti social behaviour. The press had given positive feedback on this approach.
- Monthly meetings to discuss issues relevant to National Indicator 21 were being held.
- The Community Safety Team was involved in the targeted publication in Thatcham. A second newsletter was planned for Thatcham in recognition that a single publication would not be effective on its own. Positive stories were being gathered.
- Adverts were placed in the December issue of Prevue, available from the cinema. These addressed domestic and alcohol abuse and were targeted at a younger audience.
- A Christmas crime prevention 'menu' was published in December and distributed through local papers, the internet and Neighbourhood Wardens.
- The team always ensured editorial was included in 'A Great Place to Live'.
- The Safer Partnership were developing a Communications Strategy, from which the Community Safety Team would develop a local strategy.
- The team would plan to publish minimum standards for addressing anti social behaviour.
- The team ensured that the Council website was updated properly and in a timely manner.

Suggestions were offered to place information in local Post Offices to assist with distribution, especially in rural areas, and officer were asked to ensure that all publications were written in plain English.

**RESOLVED that** the second Thatcham newsletter would include the improvement in results from the residents survey as a positive story.

### **13 iii. CONCLUSIONS**

The Committee considered the residents' suggestion of email alerts and recognised that this would require working with IT to understand how this could be coordinated across the Council and remain relevant for residents.

It was noted that targeted newsletters, whilst they were effective, could not be offered as a regular occurrence due to the level of resource required. Anecdotal feedback from the newsletters had been positive and results were awaited from a recent survey to confirm this view.

#### **RESOLVED that**

- Results from the survey to understand the effectiveness of the targeted Thatcham newsletter be distributed to the Committee when available.
- A final report be prepared drawing together the results of this review for agreement by the Committee.

### **14. SELLING OF KNIVES AND ASSOCIATED KNIFE CRIME**

The Chairman clarified that the remaining issue from this review was to understand safe methods for the disposal of any sharp blade from any source.

The West Berkshire Council Waste Team provided information that the only current provision was for cutlery knives to be recycled with other metals. Other knives could not be disposed of through the waste service.

It was noted that the police had previously held knife amnesties and disposed of knives collected in this manner. Reassurance was given that any person arrested in possession of a knife would have the knife confiscated and the knife would be disposed of.

The Committee agreed that no further action was necessary for this review. The police were able to collect and dispose of knives.

**RESOLVED that** this review would be closed.

### **15. DOMESTIC ABUSE**

Rachel Craggs and Jo McIntyre presented information to the Committee regarding the action plan developed as a result of the Pemberton report of 2008. Six of the thirteen recommendations related to training and awareness raising for staff in all agencies, victims and their families and the wider community. This included awareness raising to assist people in identifying themselves as victims as this was not always recognised.

Training has been held for some Child Safeguarding employees and GPs amongst others. In West Berkshire there was a small volunteer pool of trainers from different statutory and voluntary agencies to train everyone necessary. However the reducing number of volunteers made it difficult to undertake only 6 sessions a year despite the fact that 418 members of staff still needed training. Consideration was being given to employing a dedicated trainer within the Community Safety Team, or to buy in the services from a consultant. It was important to ensure that any training given was adequate due to the high risk in providing sub standard training.

It was questioned whether the Safer Communities Partnership could be approached to fund a dedicated training post.

It was noted that the police delivered their own training and that it could be useful to understand how resources could be shared in this area.

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

It was further noted that a dedicated trainer was considered to be the more effective way of delivering and managing this training programme however ongoing professional development would be required to maintain skill levels.

Following questioning, Jo McIntyre confirmed that schools had received recommendations as part of the report and these were being addressed. A schools coordinator would be best placed to assist schools in understanding the issues and with training, however this role no longer exists. It was suggested that the schools forum would be best placed to assist.

In response to other recommendations, the Community Safety Team confirmed that they:

- were developing a website to provide information to agencies and users;
- had set up a third party reporting centre in Lambourn;
- had provided a number of leaflets, some in a range of languages;
- had made available two policies for employees either experiencing domestic violence, or in contact with someone experiencing domestic violence;
- had contributed to a multi agency strategy which was currently out to consultation.

A request was made for Member guidance to clarify the process to be followed should a Member become aware of a domestic violence situation. This was agreed and consideration would be given to utilising the Member Bulletin and Yearbook for useful information or telephone numbers.

**RESOLVED that:**

- Jo McIntyre provide guidance to Members.
- Andy Day and Rachel Craggs discuss how to work with schools in the absence of a dedicated point of contact.
- The Committee agreed to endorse the action plan and invite the Community Safety Team to approach the Committee for assistance if required.

**16. WORK PROGRAMME**

The Chairman introduced an item agreed by the Overview and Scrutiny Management Commission to be taken forward by this Committee. The item was to consider a policy for the installation of fire sprinklers in new and renovated council buildings. It was agreed that this would be the next item for review.

The Committee additionally agreed to review the progress of the road safety work programme at the next meeting.

**RESOLVED that:**

- A scoping paper for a fire sprinkler policy be developed and submitted to the Overview and Scrutiny Management Commission.
- Andrew Garratt (Principal Engineer, Traffic Management and Road Safety) be requested to provide an update on the road safety work programme.

*(The meeting commenced at 6.30pm and closed at 8.15pm)*

**CHAIRMAN** .....

**Date of Signature:** .....

## Item 6

### Scrutiny Matrix

**Review Topic:**

West Berkshire Council's approach to the installation of fire sprinklers in Council buildings.

**Timescale**

**Start: 06/04/10**

**Finish: tbc**

**Review Rationale:**

To review the Council's current approach to the installation of fire sprinklers in Council buildings and to consider whether implementation of a policy to prescribe activity would be beneficial. The review to include associated costs and national advice and practice.

**Terms of Reference:**

The Safer Select Committee will consider information in relation to the installation of fire sprinklers in Council buildings, including schools. In particular:

- The Council's current approach to fire safety including a review of relevant risk assessments, and record of fire occurrences in Council buildings.
- Costs involved in fire sprinkler systems, including the cost of installation, any associated savings relating to insurance, and comparative costs of a fire in a building with sprinklers versus one without.
- National research and advice including local practices.

**Review Membership:**

Councillor Webb  
Councillor Beck  
Councillor Chandler  
Councillor Edwards  
Councillor Hunneman  
Councillor Woodhams

**Chairman: Councillor Webb**

**Vice-Chairman: Councillor Hunneman**

**Scrutiny Officer: Elaine Vincent**

**Information Required:**

- Current policies and procedures covering Council buildings including schools
- Relevant risk assessments undertaken
- Fire safety records for Council buildings
- Cost information relating to installation of fire safety systems versus other fire systems
- Information on the effectiveness of different fire systems and the perceived savings of each
- Information on insurance cost savings
- National research and advice regarding fire systems

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

- Local practice information and examples of local policies where available

### **Witnesses:**

- Councillor Bryant
- Steve Broughton – Head of Property
- Paul Shindler – Health and Safety Manager

### **Session 1**

To agree scoping document

Introduction to topic – request Councillor Bryant

To review national research and advice.

### **Session 2**

To review current practice, risk assessments, safety records and all associated costs

Request officers:

- Head of Property
- Health and Safety Manager

To decide on way forward

### **Session 3**

To agree final report and recommendations.

Title of Report:	<b>Update of the review into Killed and Seriously Injured road traffic casualties.</b>	<b>Item 7</b>
Report to be considered by:	Safer Select Committee	
Date of Meeting:	06 April 2010	
Forward Plan Ref:		

**Purpose of Report:** To update Members on the recommendations following a scrutiny review into Killed and Seriously Injured road traffic casualties.

**Recommended Action:** For Members to note the report.

**Reason for decision to be taken:**

**Other options considered:**

**Key background documentation:** March 2010 Update - Item 09 Appendix B

The proposals contained in this report will help to achieve the following Council Plan Priority(ies):

- CPP1 – Support our communities through the economic recession** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- CPP2 – Raise levels of educational achievement** – improving school performance levels
- CPP3 – Reduce West Berkshire’s carbon footprint** – to reduce CO<sub>2</sub> emissions in West Berkshire and contribute to waste management, green travel, transportation and energy efficiency

The proposals will also help achieve the following Council Plan Theme(s):

- CPT1 - Better Roads and Transport**
- CPT2 - Thriving Town Centres**
- CPT3 - Affordable Housing**
- CPT4 - High Quality Planning**
- CPT5 - Cleaner and Greener**
- CPT6 - Vibrant Villages**
- CPT7 - Safer and Stronger Communities**
- CPT8 - A Healthier Life**
- CPT9 - Successful Schools and Learning**
- CPT10 - Promoting Independence**
- CPT11 - Protecting Vulnerable People**
- CPT12 - Including Everyone**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT15 - Putting Customers First**
- CPT16 - Excellent Performance Management**

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor David Betts - Tel (0118) 942 2485
<b>E-mail Address:</b>	dbetts@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	

Contact Officer Details	
<b>Name:</b>	Andrew Garratt
<b>Job Title:</b>	Principal Traffic & Road Safety Engineer
<b>Tel. No.:</b>	01635 519491
<b>E-mail Address:</b>	agarratt@westberks.gov.uk

**Implications**

**Policy:**

**Financial:**

If there are any financial implications contained within this report this section **must** be signed off by a West Berkshire Group Accountant. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.

**Personnel:**

**Legal/Procurement:**

**Property:**

**Risk Management:**

**Equalities Impact Assessment:**

For advice please contact Principal Policy Officer (Equalities) on Ext. 2441.

**Corporate Board's View:**

to be completed after the Corporate Board meeting

**NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.**

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>



## **Executive Summary and Report**

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### **INTRODUCTION**

In 2008 the Overview and Scrutiny Commission carried out a review following an increase in the numbers of casualties being reported as killed or seriously injured (KSI) in road traffic collisions in West Berkshire.

The Council is required to record and report on the number of Road Traffic Casualties sustained within the District. The indicators measure performance against targets set to reduce injuries against a baseline set during the period 1994 – 1998. The targets, which are to be achieved by 2010 are to:

- a. reduce the number of people killed and seriously injured by 40%.
- b. reduce the number of children killed and seriously injured by 50%.
- c. reduce the number of slight injuries by 10%.

At the end of 2009 the number of recorded casualties was all below the 2010 targets. A total of 62 KSI casualties were recorded, which is below the 2010 target of 78. A total of 5 child KSI were recorded, which is below the 2010 target of 7. The total of slight casualties was 447, which is well below the 2010 target of 687.

Graphs showing West Berkshire's progress towards these targets is shown in Appendix A. New targets for beyond 2010 have not yet been released by the Department for Transport.

In 2009 the national indicator for recording casualties changed to record the number of KSI and child KSI over a rolling three year average.

Whilst all casualties within West Berkshire are included in the Councils performance, a percentage of casualties do occur on the M4 motorway and A34 trunk road. These roads are the responsibility of the Highways Agency and outside the control of West Berkshire Council.

Having undertaken the review the Overview and Scrutiny Commission produced a report with a number of recommendations. The latest situation with regard to the recommendations is shown in Appendix B of this report.

A table showing the number of casualties on West Berkshire roads for the last five years can be seen in Appendix C.

### **REDUCING CASUALTIES**

The main focus of the Traffic and Road Safety Team (T&RS) is to reduce casualties on West Berkshire's roads. The T&RS works programme is approved by the Executive prior to the start of the financial year and is updated each month with the latest version being displayed on the Councils website.

Prior to the start of the financial year the number and location of casualties is analysed to identify possible safety schemes that can be included within the forthcoming T&RS programme. Further analysis is undertaken throughout the year each time the casualty database is updated to identify if any particular location has had an increase in the number of collisions.

## **Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

Major highway safety schemes are regularly monitored following their implementation to ensure that they have been successful. It also helps to identify what measures are successful and could be considered for future schemes within the district.

The T&RS team also work closely with schools and businesses to provide education and training on road safety issues. Education within schools is important as it provides the child with the necessary skills to be safe when walking or cycling.

### **CONCLUSION**

It is considered that the increase in the number of reported casualties during 2007/8 was due to random fluctuation and has since returned to the downward trend of achieving the 2010 targets.

When dealing with statistics it should be borne in mind that a Child KSI can occur in a car on the motorway and may not have any direct bearing on a child going to and from school. Also when dealing with small numbers (such as those for Child KSI) any slight decrease or increase can show a significant percentage change from one year to the next.

The T&RS team have an engineering and education programme to help in the continue reduction of casualties.

It is considered that the majority of the recommendations from the Overview and Scrutiny Commission have been address.

### **Appendices**

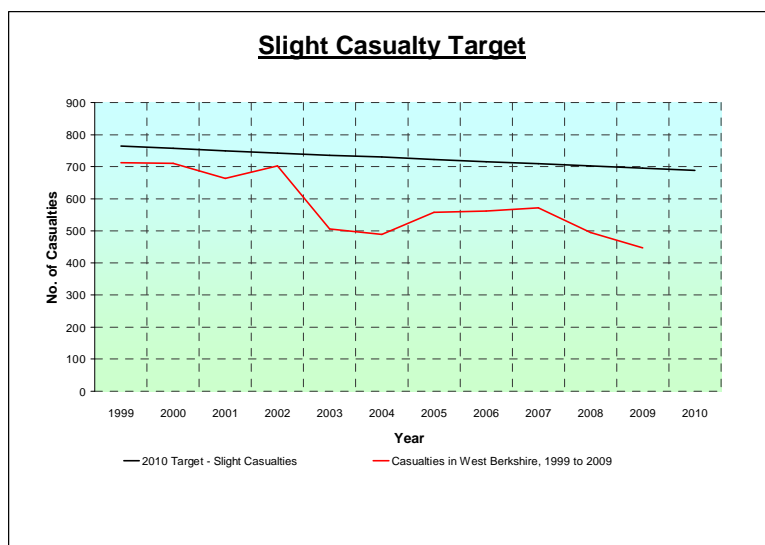
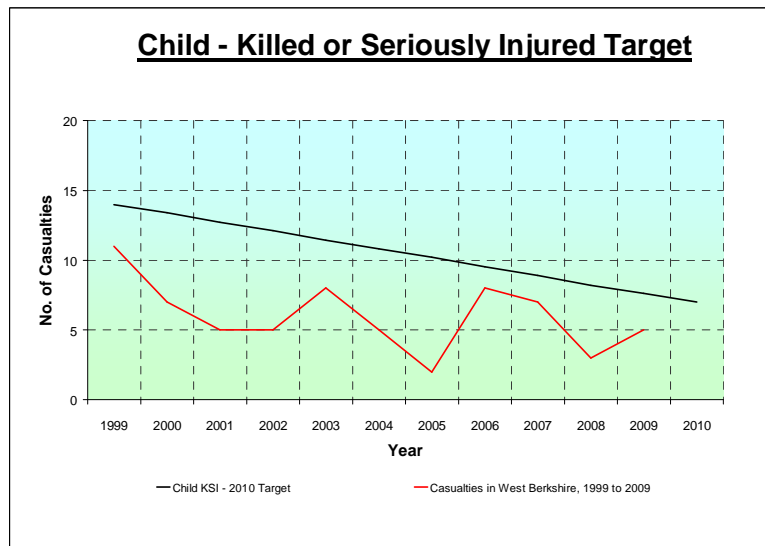
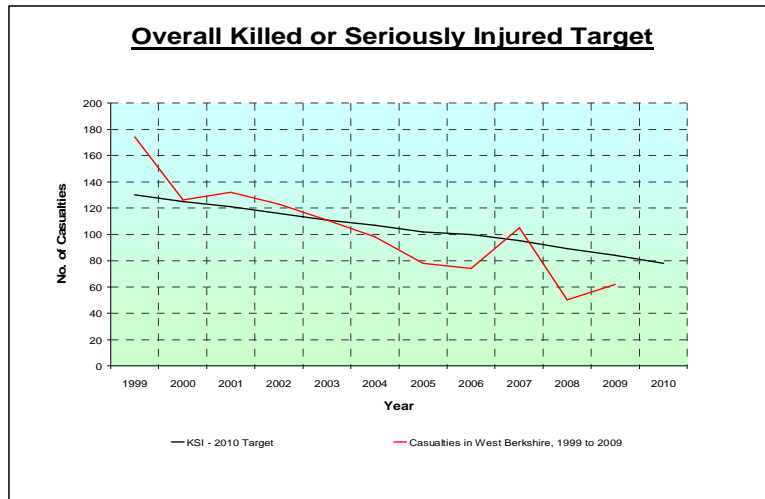
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Appendix A - Progress towards 2010 targets  
Appendix B – Action Plan update  
Appendix C –Casualties within West Berkshire

### **Consultees**

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**Local Stakeholders:** N/A  
**Officers Consulted:** Mark Edwards, Mark Cole  
**Trade Union:** N/A



**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

**Appendix B**

Summary of OSC recommendations	RESPONSE OF THE PORTFOLIO HOLDER FOR HIGHWAYS, TRANSPORT & ICT	Action / Responsibilities
(a) Actions taken to reduce KSIs should be evaluated and reported to appropriate Members of the Council.	The results of scheme monitoring can be reported to the Executive Member through the regular meetings with the Head of Highways and Transport.	Head of Highways and Transport to include this in regular portfolio briefings.
(b) The Traffic and Road Safety team should work to ensure that police officers completing data recording forms at the scenes of KSIs understand the value of the data that they are recording and its use in further reducing personal injury collisions.	TRAFFIC OFFICERS FROM THAMES VALLEY POLICE ARE TRAINED BY THE THAMES VALLEY SAFER ROADS PARTNERSHIP AS TO THE REASONS WHY DATA COLLECTION IS IMPORTANT AND WHAT IT IS USED FOR.	This is included in the regular portfolio briefings.
(c) The form currently used by the police for recording accident data should be revised to incorporate seat belts and child seats usage.	THESE COMMENTS CAN BE INCORPORATED AS PART OF THE STATS 19 FORM CONSULTATION EXERCISE.	A Garratt to incorporate comments as part of the consultation that is now being undertaken.  A response, together with the other local authorities in Thames Valley, was sent via the TVSRP.
(d) Specific measures should be developed to reduce the numbers of young people, cyclists and motorcyclists who are killed and seriously injured.	YOUNG PEOPLE ARE TARGETED THROUGH THE FOLLOWING METHODS: SAFE DRIVE STAY ALIVE, FOR MY GIRL FRIEND, MOTOR WISE, CLASSROOM WORKSHOPS, THEATRE IN EDUCATION AND CYCLE TRAINING COURSES. SPECIFIC MEASURES ARE THEREFORE ALREADY IN PLACE.	No further action required by the Traffic & Road Safety team.
(e) The Traffic and Road Safety team should continue to develop an approach to road safety working that is integrated with its local partners.	The road safety team has close links with many partners –This will continue.	No further action required by the Traffic & Road Safety team.

## Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 *(continued)*

(f) Measures should be taken through the TVSRP for co-ordination between organisations, particularly the fire and rescue services.	The Thames Valley Safer Roads Partnership provides support, where possible, to West Berkshire Council on any local issues.	No further action required by the Traffic & Road Safety team.
(g) A review of speed cameras should be undertaken.	A review of speed cameras is already being undertaken in partnership with the Thames Valley Safer Roads Partnership.	A Garratt to work closely with the TVSRP on the review. Results will be reported to members. The review is still on going.
(h) The DfT should ensure that the proposed revisions to the Pass Plus scheme result in demonstrable reductions in risk of being involved in a road traffic collision.	This is not the responsibility of the Traffic and Road Safety Team.	No further action required by the Traffic & Road Safety team.
(i) More use should be made of Neighbourhood Wardens in the road safety process.	This issue will be investigated further to see how they can further support road casualty reduction.	Traffic & Road Safety team to investigate and report back to Portfolio Member by September 2009. Neighbourhood Wardens are currently being used for cycle training and SID. Update provided to Portfolio Member.
(j) The Traffic and Road Safety team should engage with producers of Town and Parish Council magazines and newsletters to promote its road safety message.	In addition to road safety booklets, supporting national campaigns, The Highways and Transport e-newsletter etc... Road safety messages could also be included in local Parish Council magazines.	Traffic & Road Safety team to investigate the use of Parish Council Magazines. M Edwards to continue with the e-newsletter. Investigation into the use of Parish Council Magazines has been undertaken, but the work and messages by the Road safety team may not be up to date due to production timescales. However it is proposed to create a web page that is regularly updated which Parish Councils can have a link to from their web sites or they can download the information as they see fit.
(k) A 'training ladder' approach to road safety –	The process of 2 feet, 2 wheels and 4 wheels is	No additional action required by the

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

<p>taking children and young people from walking safely on roads through safe cycling to safe driving – should be developed and delivered through schools.</p>	<p>taken to educate children through their school life. The training ladder approach is therefore already being used.</p>	<p>Traffic &amp; Road Safety team.</p>
<p>(l) Head Teachers and school governors should be contacted to raise the profile of road safety in schools.</p>	<p>The Road Safety School Travel Plan booklet was sent to Head Teachers and the chair of governors for each school. This booklet describes what road safety education / training is available relating to the children's age.</p>	<p>This is already in place. No additional action required by the Traffic &amp; Road Safety team.</p>
<p>(m) The parents of school children should be engaged to encourage their participation in road safety schemes for their children.</p>	<p>Parents are engaged through presentations and meetings about specific issues with a school.</p>	<p>This is already in place. No additional action required by the Traffic &amp; Road Safety team.</p>
<p>(n) Schools should take action to remove obstacles (perceived or actual) to the take up of road safety schemes.</p>	<p>The road safety team has worked with schools and the Councils health and safety team to address many issues, this recommendation is ultimately for schools to action.</p>	<p>No further action required by the Traffic &amp; Road Safety team.</p>
<p>(o) Consideration should be given to the inclusion of a small number of Elected Members from each participating council at TVSRP meetings.</p>	<p>This request will be put forward to the TVSRP for consideration.</p>	<p>A Garratt to raise at the next meeting of the TVSRP.</p>
<p>(p) Regular meetings should take place between the Portfolio Holder for Highways, Transport (Operational) &amp; ICT, the Shadow Portfolio Holder and key road safety stakeholders.</p>	<p>The Head of Highways and Transport already has regular meetings with the Portfolio Holder for Transport Highways, Transport (Operational) and ICT and the Shadow Portfolio Holder. Further regular meetings are not considered necessary.</p>	<p>This issue was raised at a meeting of the Partnership Board and it was considered that the meeting is for Officers and not Members. Some local authorities produce annual reports to update their members about the activities of the Partnership. This is something that Andrew Garratt can produce for members.</p>
		<p>No further action required by the Traffic &amp; Road Safety team.</p>

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

<p>(q) An appropriate forum should be established for Town/Parish Council briefings on road safety.</p>	<p>Road safety briefings could be incorporated within the e- newsletter that is already distributed to Parish/Town Councils. There are currently insufficient officer resources to support a new road safety forum. However it is entirely appropriate for local road safety concerns to be raised at the relevant Safer Communities Partnership meetings.</p>	<p>M Edwards to discuss with Susan Powell, Safer Communities Partnership Team Manager.</p> <p>Road Safety is considered at relevant Safer Communities Partnership meetings. There was a Community Safety Press Briefing with the local media on 18th January 2010, which focused on Road Safety.</p>
<p>(r) The Council should develop and deliver Member development sessions on road safety.</p>	<p>Agreed that this can be incorporated within Member briefing/training sessions.</p>	<p>This needs to be further investigated to ensure that there are sufficient resources within the Road Safety Team to deliver the sessions.</p>
<p>(s) The annual road safety work programme should be examined by the OSC prior to its approval by the Executive.</p>	<p>Agreed that this can be done, if resources and the committee timetable can accommodate this additional step in the approval process.</p>	<p>A Garratt to inform OSC of the draft programme.</p> <p>Preliminary draft of the Traffic Management &amp; Road Safety Programme presented to the Safer Select Committee at its meeting in December 2009. It has since been sent to Corporate Board and Management Board and to the Executive on 25<sup>th</sup> March 2010.</p>
<p>(t) The OSC Task Group should review the progress of the action plan after 6 months.</p>	<p>Agreed.</p>	<p>A Garratt to meet with OSC Task Group after six months.</p> <p>Update of actions being presented to the Safer Select Committee at its meeting in December 2009.</p>

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

**Appendix C**

**Casualties within West Berkshire**

	Severity	2005					2006					2007					2008					2009				
		Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
<b>Casualties by Severity (including HA roads)</b>	<b>KSI</b>	18	21	21	18	<b>78</b>	14	24	22	14	<b>74</b>	12	37	30	26	<b>105</b>	9	13	10	18	<b>50</b>	11	16	28	7	<b>62</b>
	<b>Slight</b>	121	142	129	166	<b>558</b>	132	158	129	143	<b>562</b>	135	131	173	137	<b>576</b>	101	133	119	141	<b>494</b>	123	101	102	121	<b>447</b>
	<b>Total:</b>	139	163	150	184	<b>636</b>	146	182	151	157	<b>636</b>	147	168	203	163	<b>681</b>	110	146	129	159	<b>544</b>	134	117	130	128	<b>509</b>
<b>Casualties by Severity (excluding HA roads)</b>	<b>KSI</b>	14	15	15	17	<b>61</b>	11	22	15	10	<b>58</b>	11	27	23	20	<b>81</b>	8	8	8	8	<b>32</b>	10	8	26	6	<b>50</b>
	<b>Slight</b>	96	96	99	133	<b>424</b>	99	116	95	96	<b>406</b>	92	104	129	110	<b>435</b>	76	91	87	103	<b>357</b>	95	81	80	99	<b>355</b>
	<b>Total:</b>	110	111	114	150	<b>485</b>	110	138	110	106	<b>464</b>	103	131	152	130	<b>516</b>	84	99	95	111	<b>389</b>	105	89	106	105	<b>405</b>
<b>Child casualties by Severity (including HA roads)</b>	<b>KSI</b>	0	1	1	0	<b>2</b>	2	2	3	1	<b>8</b>	0	2	4	1	<b>7</b>	1	0	1	1	<b>3</b>	1	0	3	1	<b>5</b>
	<b>Total:</b>	9	11	17	15	<b>52</b>	14	15	20	13	<b>62</b>	15	13	22	16	<b>66</b>	6	5	11	16	<b>38</b>	11	8	12	10	<b>41</b>
<b>Child casualties by Severity (excluding HA roads)</b>	<b>KSI</b>	0	1	1	0	<b>2</b>	2	2	3	1	<b>8</b>	0	0	3	0	<b>3</b>	1	0	1	1	<b>3</b>	1	0	2	1	<b>4</b>
	<b>Total:</b>	9	9	15	15	<b>48</b>	10	13	16	12	<b>51</b>	9	9	16	14	<b>48</b>	5	5	9	11	<b>30</b>	10	6	11	9	<b>36</b>



**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

**Item 8**

**Safer Select Committee Work Programme**

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/28	Improving public confidence To consider how to improve the public's confidence in how anti social behaviour and crime are dealt with, thereby influencing National Indicators NI17, NI21 and NI27	Information supplied by, and questioning of, lead officers, the public, and other expert witnesses.	Make Recommendations	SSC	Start: 07/07/2009 End: 06/04/2010	Andy Day - 2459 Policy & Communication	Councillor Graham Pask	Public perception of how anti social behaviour is dealt with is contrary to public perception of what crime occurs. There is public interest in closing this gap and increasing public confidence.
OSMC/09/29	Road safety To review progress following the KSI task group work of 2008, including examination of the annual road safety work programme.	Review responses and activity relating to this report. Update provided by Traffic Management and Road Safety.	Monitoring item	SSC	Start: 06/04/2010 End:	Andrew Garratt - 2491 Highways & Transport	Councillor David Betts	Update to recommendations from the task group review agreed by Executive in March 2009 requested for review by SSC.
OSMC/09/30	Implementation of the recommendations arising from the Laming Report, following the 'Baby P' inquiry. To ensure that the authority is complying with the recommendations of the Laming Report.	Information supplied by, and questioning of, lead officer.		SSC	Start: End:	Karen Reeve - 2735 Children & Youth Services	Councillor Barbara Alexander	High profile public interest.
OSMC/09/31	Selling of knives and associated knife crime. To consider safe methods of disposal for knives.			SSC	Start: 01/02/2010 End: 01/02/2010		Councillor Graham Pask	Area of public safety. Presentation and review of options requested for December 2009.
OSMC/09/32	Mixed parking arrangements To review mixed parking arrangements in place across West Berkshire and to assess the impact and effectiveness of the new enforcement regime.			SSC	Start: End:	Martyn Baker - 2211 Highways & Transport	Councillor David Betts	An appropriate subject that meets the acceptance criteria.

**Agenda - Safer Select Committee to be held on Tuesday, 6 April 2010 (continued)**

OSMC/09/33	<p>Domestic abuse To review the implementation of recommendations arising from the Domestic Homicide Review report of November 2008.</p>	<p>Review West Berkshires responses and activity relating to this report. Update provided by the Safer Communities team</p>	SSC	<p>Start: End:</p>	<p>Jo McIntyre - 264694 Policy &amp; Communication</p>	<p>Councillor Graham Pask</p>	<p>An area of significant public interest. Progress update requested for December 2009.</p>
OSMC/09/34	<p>Gating orders To review protocol for gating orders adopted in October 2008.</p>	<p>Interview with relevant officers and review of available research information.</p>	SSC	<p>Start: End:</p>	<p>Alex O'Connor - 264608 Policy &amp; Communication</p>	<p>Councillor Graham Pask</p>	<p>Specified in original review of 2008 to be reviewed after one year.</p>
OSMC/10/74	<p>Policy for the installation of fire sprinklers in Council buildings To review the requirement for a policy for the implementation of fire sprinklers in Council buildings.</p>	<p>To identify whether there is a need for a policy regarding fire sprinkler systems in Council buildings (including schools).</p>	SSC	<p>Start: 06/04/2010 End:</p>	<p>Health and Safety and Property.</p>	<p>Councillor Hilary Cole</p>	<p>Investigations to include whether a return on the investment of installing sprinklers could bring a reduction in insurance costs</p>