

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

1.	MEETING:	Safer Rotherham Partnership
2.	DATE:	19 November 2008
3.	TITLE:	Neighbourhood Action Groups Terms of Reference
4.	PROGRAMME AREA:	Neighbourhoods and Adult Services

5. SUMMARY

5.1 In 2005, the Safer Rotherham Partnership agreed a new structure and governance arrangements including Terms of Reference for the Neighbourhood Action Groups (NAG).

5.2 The SRP is now overseeing a review of the Joint Action Group, the NAGs and SNT briefings.

5.3 The objective of this paper is present a revised set of Terms of Reference for the NAGs.

6. RECOMMENDATIONS

- I. That the SRP comment on the draft NAGs Terms of Reference
- II. That subject to approval, officers take the time from now through to January 2009 to complete the necessary documentation and establish the appropriate processes to implement the revised NAGs Terms of Reference including; community engagement toolkit, Action Plan template and protocols in relation to Part B

7. PROPOSALS AND DETAILS

7.1 Neighbourhood policing was rolled out in Rotherham in April 2006. There are three Inspector led Safer Neighbourhood Areas (SNA) based on parliamentary constituencies and seven Sergeant led Safer Neighbourhood Teams (SNT) based on Area Assembly boundaries. Each of the seven SNTs has a NAG.

7.2 The objective of the NAGs is to address priorities based on community consultation and partner information and intelligence.

7.3 From December 2006, the NAGs have focused on geographic hotspots.

7.4 A number of local and national documents highlight the merits of this approach.

7.5 Rotherham's Local Area Agreement, Community Strategy and Neighbourhood Renewal Strategy all highlight the importance of reducing crime and anti social behaviour, particularly in the communities of deprivation, and taking targeted action to achieve this. Rotherham police's ASB Problem Profile April – July 2008 highlights the success of the NAGs in adopting this approach, commenting that evidence points to a reduction in ASB in several NAG hotspots contrary to the overall borough trend. The Problem Profile recommends that *'a long-term area based approach (continue to) be adopted, focusing on specific high rate areas as opposed to offence type'*.

7.6 Nationally, CENTREX – the national training centre for police excellence – guidance states that *'Neighbourhood policing requires the development of public priorities on a geographic basis. This includes identifying locations of greatest need and the problems within them'*. CENTREX recommend the identification of up to three priority locations in the form of vulnerable neighbourhoods and producing SMART – Specific, Measureable, Achievable, Realistic and Time Limited - based problem solving plans.

7.7 The revised NAGs Terms of Reference therefore seek to build on a successful approach.

7.8 The NAGs will deal with each of the three elements of the National Intelligence Model; Location, Offender and Victim. This will be done through two part meetings; Part A will focus on Location, Part B on Offender and Victim.

Part A

- Establishes clear and common processes for priority setting and problem solving
- Embeds community influence and involvement in the NAG processes and proposes the establishment of Partners and Communities Together (PACT) forums at least in the geographic hotspots. Similar successful groups have already been introduced by the NAGs covering Eastwood, Maltby and Thurcroft albeit under a different guise
- Ensures that the NAGs will work to both the communities and SRP's priorities by requiring the establishment of baselines, milestones and targets which will be reported through to the JAG and at SRP performance clinics.

7.9 Part A requires the following to be developed:

- Community engagement toolkit to be attached to NAGs Terms of Reference as an appendix establishing common definitions and processes
- Action Plan template highlighting community priorities and how they will contribute to SRP targets.

Part B

- Focuses on those households and individuals who have been identified by partners as posing a risk to themselves and / or others, and who are generating a high (repeat) demand on services
- Integrates the Locality Teams' Youth Intervention Teams (YITs) into the NAG processes.

7.10 Part B requires the following to be developed:

- Processes and protocols in relation to sharing information, establishing the cases to be considered and the linkages to Localities

Conclusion

7.11 The attached NAGs Terms of Reference have:

- Been informed by a number of recent reports
- Considered best practice elsewhere in the county, region and country
- Taken into account the realignment in RMBC Neighbourhoods which will accelerate the integration of neighbourhood management and neighbourhood policing

7.12 The revised Terms of Reference are intended to meet the objectives established at a local event at Silverwood in March 2008 outlined below:

- To clarify the position and purpose of the NAGs
- To provide for the NAGs a common framework of operation
- To ensure a corporate approach to identifying local priorities, developing solutions and evaluating progress
- To entrench and explain agency and community participation
- whilst retaining flexibility for the NAGs to develop approaches geared to their own area.

7.13 Subject to approval by the SRP, the Terms of Reference will be launched early in the New Year at the local priority setting events. In the meantime, officers will continue to develop the required documentation and processes.

8. FINANCE

9. RISKS AND UNCERTAINTIES

10. POLICY AND PERFORMANCE AGENDA IMPLICATIONS

11. BACKGROUND PAPERS AND CONSULTATION

The review was informed by:

- Flanagan's Independent Review of Policing (February 2008)
- Casey's Engaging Communities in Fighting Crime (June 2008) and the
- Government Green Paper – From the National to the Neighbourhood (July 08).

The review was led by a small Working Group comprising:

- Shaun Mirfield, Sarah Curren and Darren Smithson (Area Partnership Managers)
- Sgt Rupert Chang, Insp Richard Scholey and Insp Steve Tattershall (Rotherham SNTs)
- Jo Pickett (Community Information Unit).

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NEIGHBOURHOOD ACTION GROUPS

TERMS OF REFERENCE

March 2009

The Neighbourhood Action Groups (NAGs) are multi agency, problem solving groups. They will deal with each of the three elements of the National Intelligence Model; Location, Offender and Victim. This will be done through two part meetings.

Part A

OBJECTIVE

The objectives of Part A are to

- Establish which locations – in the form of geographical hotspots – the NAG will focus on
- Develop and ensure the delivery of Action Plans in order to address geographical hotspots
- Monitor progress and provide reports to the borough wide Joint Action Group (JAG)
- Pick up issues from and provide a steer to Safer Neighbourhood Team (SNT)
- Pick up unresolved issues from and ensure feedback is provided to local communities

AGENDA

- In order to establish a common framework, all NAGs will work to a consistent agenda
 - Priorities – progress
 - Overview of crime and anti social behaviour (ASB) within Safer Neighbourhood Team
 - Issues from and to JAG
 - Issues from community via Neighbourhood Watch, Parish Councils, Partnerships, TARAs, surgeries, walkabouts etc
 - Issues from and to SNT
 - Opportunities for publicity and feedback e.g. recent successes and reductions

PRIORITY SETTING

- Priorities should be established at the beginning of the calendar year
- Each Area Assembly team will arrange an event inviting their Co-ordinating Group and Neighbourhood Action Group, thereby involving Councillors, partners and members of the local community in the priority setting process
- Priority setting must be based on the
 - Results of community consultation – including the police's Your Voice Counts surveys and focus groups - undertaken to develop Area Assembly Action Plans
 - Joint Strategic Intelligence Assessment
 - Safer Rotherham Partnership (SRP) Reduction Strategy
 - Other partners plans and strategies e.g. HMR, Localities etc
- Attendees at the event will be provided with information from the above sources
- The objective of the event will be to reach consensus on a maximum of three priorities in the form of geographic hotspots which will be reviewed on an ongoing basis
- A NAG may identify fewer than three priorities and some may be longer term than others

PROBLEM SOLVING

- Having established its priorities, the NAG needs to ensure action is taken to address them
- This may involve either formal or informal working groups
- To underpin this process, the NAG needs to ensure too that Action Plans are produced to address its priorities using the SARA – Scan, Analysis, Response and Assess – recognised problem solving model
- The Plans must be SMART – Specific, Measurable, Achievable, Realistic and Time Limited
- This will involve agreeing baselines, milestones and targets which will contribute to the Local Area Agreement, SRP targets and to changes in community perception and confidence demonstrated through Impact Surveys
- The NAG is encouraged to establish PACTs – Partners and Communities Together – forums, bringing together residents and service providers, in the geographic hotspots at least in order to inform priorities, problem solve and assess progress

MEMBERSHIP

- Each NAG will have an Executive Group comprising the following
 - Three members of the Area Assembly i.e. one per ward, approved by the Co-ordinating Group
 - Neighbourhood Partnership Manager
 - Area Partnership Manager
 - SNA Inspector / SNT Sergeant
 - SNT Warden Supervisor
 - 2010 Manager / Assistant Neighbourhood Manager
 - Public Protection Manager
 - HMR Place Shaper / Programme Co-ordinator
 - Streetpride Area Manager
 - Locality Manager
 - South Yorkshire Fire and Rescue Service
- The members of the Executive Group will have been confirmed by the JAG in order to entrench participation
- Each NAG may co-opt additional members who can contribute to its work
- Any Working Groups would draw in ward members and operational staff such as Housing Champions and Neighbourhood Enforcement Officers, as well as the local community through street walkabouts, surgeries, Key Individual Networks and PACTs

CHAIR

- The NAG will be chaired by the Neighbourhood Partnership Manager
- They will monitor attendance by the Executive Group and ensure that partners play a full role in helping to develop and deliver the Action Plans
- This will all be underpinned by the JAG's performance management framework and performance clinics

MEETINGS

- Meetings of the NAG will be held monthly and limited to two hours
- The frequency of any Working Groups would be determined locally

COMMUNICATION

- The NPM as chair of the NAG will ensure that all communications to the public will be co-ordinated from the group and forwarded to Elaine Hedge to ensure a corporate approach.

- Information from the NAG to elected members will be co-ordinated by the Neighbourhood Partnership Manager either by phone, email or the Neighbourhood Watch System. (Electronic phone system.)

OBJECTIVE

- The objectives of Part B are to
 - Provide an early case management function where decisions will be taken determining an appropriate level of intervention
 - Share information and approve actions to address those households and individuals who have been identified by partners as posing a risk to themselves and / or others, and who are generating a high (repeat) demand on services
 - Maintain the NAG as the central cog for co-ordinating and managing interventions

AGENDA

- In order to establish a common framework, all NAGs will work to a consistent agenda
 - Begin meeting with a confidentiality statement in terms of data sharing to be signed as part of attendance register by all attendees
 - The meeting will then deal with a manageable number of cases – may be six to 10 – of households and individuals which have been identified by the CIU report, SNT information or other partner intelligence. This may include crime and ASB, and environmental issues like noise nuisance, graffiti and litter. They may reside in the NAG's priority areas or any other area

PRIORITY SETTING

- The cases to be discussed will be collated and distributed in advance of the meeting by the Chair to partners
- Partners will be provided with names, addresses and dates of birth
- All Partners receiving the information must be signatories to the Data Sharing Protocol

PROBLEM SOLVING

- The accuracy of the minutes is paramount in that they may form part of the evidence in court proceedings particularly where an agency is attempting to justify enforcement activity by showing that all appropriate steps have been taken to tackle the behaviour
- Some of the main courses of action open to the meeting are as follows:
 - In the case of a young person, referral to a specialist organisation such as a Localities based Youth Intervention Team (YIT) for 1 2 1 support. A Locality Manager or other YIT representative will attend the meeting in order to advise on the appropriateness of referrals and update on ongoing work
 - Acceptable Behaviour Contracts (ABCs)
 - Anti Social Behaviour Orders (ASBOs)

Acceptable Behaviour Contracts (ABCs)

- Here, the role of the meeting is to:
 - Highlight the intention to issue and
 - Monitor – any ASB continuation should prompt the pursuance of alternative interventions and / or enforcement

Anti Social Behaviour Orders (ASBOs)

- Here, the role of the meeting is:
 - NOT to authorise but to refer to the boroughwide ASB Panel
 - Before doing so, the meeting must ensure that appropriate levels of intervention and support have been tried
- Restorative justice will also be considered where possible.
- Victim Support will always be supported where this is appropriate.

MEMBERSHIP AND ROLES

Area Partnership Manager

- They will despatch details of the cases proposed for discussion at least one week in advance of the meeting
- They will also chair the meeting

SNT Sergeant

- They will identify those s/he feels should be covered by the meeting
- They will ensure that agreed preventative and enforcement measures requiring police support are actioned

2010

- 2010 will identify those they feel should be covered by the meeting
- They will ensure that agreed preventative and enforcement measures on those who breach tenancy agreements or cause ASB requiring 2010 support are actioned
- This can include serving ABCs with the police as well as eviction processes through serving notices to seek possession.
- Referrals of those who continue to cause problems can be referred from 2010 to the meeting

Neighbourhood Enforcement

- Neighbourhood Enforcement will identify those they feel should be covered by the meeting
- They will ensure that agreed preventative and enforcement measures on individuals and households involving ASB issues like noise, rubbish in gardens and bonfires
- They will also take advice and enforce where necessary health and safety in private sector housing and harassment and illegal evictions

Anti Social Behaviour (ASB) Officer

- The ASB Officer will identify the repeat offenders s/he feels should be covered by the meeting
- They will ensure that agreed ABCs and ASBO's are served in line with approved procedures
- They will review those on an ABC or Notice and refer to the meeting where necessary
- They will also arrange for supportive services such as Parenting Officers

Localities

- The Localities Manager will look at the proposed list of cases for discussion and determine which officers it will be appropriate to send
- They will provide advice on the appropriateness of actions, the need to make referrals and update on work with key individuals and families

Communication

- The Neighbourhood Partnership Manager will be responsible for ensuring that any Communication is co-ordinated and is in line with Corporate policies.
- The Neighbourhood Partnership Manager will be responsible for informing elected members of any issues that affect their ward.