

Portfolio Development Plan 2012-13

Community Safety & Enforcement

VERSION CONTROL

Last Updated On	Name	Comments
16th November 2011	Ruth Hollingsworth	
16th November 2011	Elaine Bird	
8th December 2011	Ruth Hollingsworth	Performance monitoring information added
12th December	Peter Rowbotham	Community Safety added
12th December	Norman Proudfoot	EIA's added
13th December	Peter Rowbotham	Additional Lifeline actions
15th December	Peter Rowbotham	Add LPI for Lifeline
6th January	Norman Proudfoot	Added outstanding issues from list of missing data

Portfolio Development Plan 2012-13

Community Safety & Enforcement

Portfolio Holder: Cllr Golding

Lead Officers: Norman Proudfoot, Peter Rowbotham

Corporate Vision

That the residents of Harborough District live in safe, prosperous, sustainable, self-reliant and well informed communities, where they are happy to take the decisions and empowered to take the actions that shape their own lives.

That Harborough District Council is felt to support and assist residents in a cost effective way to build the communities they choose.

Priorities

Work with communities:

- 1) To develop places in which to live and be happy.
- 2) To provide the right public services to the right standard and at the right price.
- 3) To encourage a vibrant and sustainable business community, intent on wealth creation.
- 4) To support the vulnerable in our society at the heart of the communities where they live.

1. Portfolio Remit

- Regulatory Services
- Food & Health Safety
- Environmental Protection
- Enforcement
- Licensing
- Emergency Planning
- Community Safety
- Anti Social Behaviour
- CCTV
- Control Centre including Lifeline

2. Budget Figures:

	<i>Approved Budget 2011/12 £</i>	<i>Approved Budget 2012/13 £</i>
Direct Expenditure		
Direct Income		
Net Direct Expenditure		

3. Planned Portfolio Actions

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Implement the outcomes of the transformational review of Health and Enforcement Services	Dependent on the outcome of the review.								
Implement the outcomes of the transformational review of Customer and Community Services	Dependent on the outcome of the review.								
Implement the requirements of the Localism Act									
Implement the requirements of the Police Reform and Social Responsibility Act 2011	2,3,4	Norman Proudfoot	Legal Services Financial Services	April 2012 to March 2013	That all relevant provisions relating to licensing are fully implemented	N	Yes	No	No

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Implement the National Food Hygiene Rating Scheme	3,4	Norman Proudfoot	ICT Services	April 2012	That the national food hygiene rating scheme is fully implemented	N	No	No	No
Carry out an evaluation of the new pest control and dog warden contract	2,4	Norman Proudfoot	Customer Services	March 2013	To ensure that the all elements of the contract have been delivered	N	No	No	No
Implement requirements of the Localism Act for delivery of the Planning Enforcement Service	1,2,4	Norman Proudfoot	Development Control	April 2012 to March 2013	To develop an appropriate and sustainable approach to planning enforcement	N	Yes	No	No
To review the Air Quality Action Plan in relation to Lutterworth Air Quality Management Area	1	Norman Proudfoot	Development Control	April 2012 to March 2013	To develop an action plan to deliver air quality improvements in Lutterworth and to reduce the levels of pollutants affecting the local population	n	Yes	Y	No
To review the delivery of the On Street parking services in accordance with the decision of the	1,2,3,	Norman Proudfoot		April 2012 to March 2013	To develop a sustainable parking service for the Council and partner organisations	N	Yes	Yes	Yes

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
County Council									
Review the Strategic Assessment for Community Safety and agree the new Partnership priorities for the District and scrutinise plans for 2013/14.	1,2,3,4	Peter Rowbotham	Community Partnerships, Communications and Consultation.	October 2012 to February 2013	Community Safety Strategy updated	No	Review	Yes	No
Deliver/ coordinate the agreed Community Safety Partnership priorities for 2012/13.	1,2,3,4	Peter Rowbotham	Community Partnerships	April 2012 to March 2013	Positive outcome on local community safety statistics (Crime, road safety, reoffending)	No	No	No	Yes
Consider the implications of the new Police and Crime Commissioner and appoint a representative to the Police and Crime Panel.	1,2,4	Peter Rowbotham	Community Partnerships, Legal & Democratic Services	April 2012 to November 2012	Influence the local approach of introducing a Police and Crime Commissioner. Have a District Council representative on the PCC Panel.	No	No	No	Yes

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Review the existing DPPO (Designated Public Place Orders) and reaffirm appropriateness.	1,2,3,4	Peter Rowbotham	Community Partnerships, Legal & Democratic Services	June 2012 to February 2013	Confirmation that the existing DPPOs are still required.	No	Review	Yes	No
Procure a new CCTV maintenance contract to be in place by March 2013	1,2,3,4	Peter Rowbotham	Community Partnerships, Legal & Democratic Services	September 2012 to March 2012	New contract in place for the maintenance of the CCTV system.	No	No	No	No
Relocate the CCTV system to alternative premises	1,,2,3,4	Peter Rowbotham	Community Partnerships, Legal & Democratic Services	April 2012 to December 2012	CCTV in new premises. Licence to occupy in place.	Yes	Review	No	Yes
To deliver the outcomes of the review of the Lifeline Service	2	Peter Rowbotham	Customer Services, Human Resources, Legal	April 2012 to December 2012	Smooth transition of critical service. New out of hours service and new lone worker service.	Yes	Yes	No	Yes
Audit of CCTV to ensure that it meets all legal requirements – including RIPA. (Regulation of Investigatory Powers Act 2000	1,2,3,4	Peter Rowbotham	Community Partnerships, Legal & Democratic Services	September 2012 to February 2013	CCTV is compliant with all legal requirements	No	No	No	Yes

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Audit the effectiveness of the ASB service and its relationship to the Joint Action Group. (JAG)	1,2,3,4	Peter Rowbotham	Community Partnerships working with the County Council	May 2012 to October 2012	Confirmation that the JAG is effective and fit for purpose.	No	No	No	Yes
Review all emergency plans	1,2,3,4	Peter Rowbotham	All service areas	April 2012 to July 2012	Plans all up to date, resilient, effective and validated through training exercises.	No	Yes	No	Yes
Participate in at least two Emergency Planning exercises	1,2,3,4	Peter Rowbotham	All service areas	April 2012 to March 2013	Staff aware of roles and responsibilities. Plans are validated.	No	No	No	Yes

4. Performance Measurements

KPI Reference	Performance Measurement	Purpose for Measurement	Priority Link	2010-2011 Actual Outturn	2011-2012 Predicted Outturn	Target 2012-2013
LPI 608	Increase the number of food establishments in the area which are broadly compliant with food hygiene law by 1%			88%	88%	89%
LPI 611	% of premises licence applications determined under the 2003 Act within 2 months			99.9%	99.9%	99.9%
LPI610	Drivers licence applications for a private hire/hackney carriage processed within 45 days			99.9%	99.9%	99.9%
LPI609	Vehicle licence applications for a private hire/hackney carriage licence processed within 10 days			99.9%	99.9%	99.9%
LPI 607	Increase in number of businesses that were satisfied with their intervention with Health & Enforcement Services			72%		74%
LPI 205	Reduce overall crime by 3%			3313	Not yet Known	Dependent on Year End Result
LPI 614	Inspect all industrial processes authorised by permit under the Pollution Prevention and Control Act 2000 in accordance with the risk based programme			NEW	NEW	99%
LPI 422	Respond to the calls for assistance via the Lifeline equipment - within 30 seconds					95%
LPI 612	Environmental Health - complaints responded to within 5 days			NEW	NEW	96%

KPI Reference	Performance Measurement	Purpose for Measurement	Priority Link	2010-2011 Actual Outturn	2011-2012 Predicted Outturn	Target 2012-2013
LPI 613	Proportion of Environmental Health investigations completed within 30 days			NEW	NEW	50%
LPI 623	Planning Enforcement - % of Top Priority cases responded to within target date set out in Planning Enforcement Protocol			NEW	NEW	90%
LPI 624	Planning Enforcement - % of High Priority cases responded to within target date set out in Planning Enforcement Protocol			NEW	NEW	90%
LPI 625	Planning Enforcement - % of Standard Priority cases responded to within target date set out in Planning Enforcement Protocol			NEW	NEW	90%
LPI 620	% of planning enforcement case files closed within 8 weeks where there is no breach of planning control(Category 1)			73%	75%	80%
LPI 621	% of Planning Enforcement Notices served within 28 days of instruction			95%	100%	100%
LPI 622	Customer Satisfaction with the Planning Enforcement Service (increase 10% from last year)			NEW	55%	60%
	Monitor performance of the Community Safety Partnership (indicators tbc)	Effectiveness of Partnership and its use of resources. Impact on community.	1,2,3,4			

5. Risk Analysis (including Partnership Risks)

Detail of risk	Impact Negligible = 1 Marginal = 2 Critical = 3 Catastrophic = 4	Likelihood Almost Impossible = 1 Very Low = 2 Low=3 Significant=4 High = 5 Very High =6	Rating (Impact x Likelihood)	Lead Responsibility	Mitigation
Unable to deliver the agreed Community Safety Priorities	3	5	15	Community Partnerships	Plans are resourced. Regular review through the multi agency Delivery Group. Projects are reviewed with Portfolio Holder on a monthly basis.
The introduction of the Police and Crime Commissioner impacts on the available resources for the District.	3	6	18	Community Partnerships	The Partnership must realign it work plan to any new resource levels should the existing grants cease. Will need to work together using existing resources.
Impact from the review of the Lifeline service – lack of continuity of the service	4	5	20	Head of Customer and Community Services	Have robust plans in place. Engage partners, customers and staff. County Council to be clear of HDC expectations. Monitor to ensure that ICT is resilient (old system) and that business continuity arrangements are in place.
Lack of suitable premises for CCTV	3	3	9	Community Partnerships	The Council has a range of other options should its preferred site not progress. (including the Council Offices)
Failure to meet the CCTV legal requirements (i.e. RIPA)	3	4	12	Community Partnerships	Need to have a robust internal audit of equipment, processes and staff to ensure compliance.
Failure of CCTV equipment once existing maintenance contract expires	3	3	9	Community Partnerships	Ensure new contract is procured to timescale
The JAG is ineffective in managing ASB cases and identifying vulnerabilities	3	3	9	Community Partnerships	Continue resourcing ASB Officer and joint Sentinel case management system in partnership with the police.
Failure to develop a sustainable parking service with the County Council	3	4	12	Head of Health and Enforcement And Services	Ensure that the Council has other options to provide a parking enforcement service. Work closely with LCC to ensure there is early indication of any intention to withdraw from

Detail of risk	Impact Negligible = 1 Marginal = 2 Critical = 3 Catastrophic = 4	Likelihood Almost Impossible = 1 Very Low = 2 Low=3 Significant=4 High = 5 Very High =6	Rating (Impact x Likelihood)	Lead Responsibility	Mitigation
					the SLA.

6. Equalities & Planned Equality Impact Assessments

(From Year 2 of HDC's 3 Year EIA Plan and section 3: Portfolio Actions above)

Equality Impact Assessments			
Name of Policy or Function to be Assessed	Service Area / Lead HoS	Start Date	Finish Date
EIA Regulatory & Investigatory Powers	Head of Health and Enforcement Services	January 2013	March 2013
EIA Environmental Health & Licensing Policy	Head of Health and Enforcement Services	November 2012	March 2013
EIA Car Parking Policy	Head of Health and Enforcement Services	June 2012	February 2013
EIA Domestic Violence	Head of Customer & Community Services	January 2013	March 2013
EIA Anti Social Behaviour	Head of Customer & Community Services	January 2013	March 2013
EIA Transformation of Services – Outcomes	Interim Chief Executive	April 2012	March 2013
EIA Review : Community Safety (Review)	Head of Customer & Community Services	November 2012	March 2013
EIA Review – Designated Public Place Order	Head of Customer and Community Services	June 2012	February 2013
EIA Review – CCTV	Head of Customer and Community Services	January 2013	March 2013
EIA – Emergency Plans	Head of Customer and Community Services	April 2012	July 2012

What are you doing

- *Eliminate discrimination, harassment and victimisation?*
- *Advance equality of opportunity between people who share a protected characteristic and those who do not*
- *Foster good relations between people who share a protected characteristic and those who do not*

*We will provide information in different languages and formats whenever required.
To support the most vulnerable in our society
To provide the right public services*

7. Planned Communication / Consultation

Communication / Consultation			
Communication / Consultation Exercise	Purpose	Planned Date	Method
Delivering change as part of the Transformational Programme	To ensure proposed changes meet the needs of the Community. Internal consultation to engage the staff.	April 2012 to March 2013	
Community Safety Priorities	To ascertain the views of the community when formulating the local priorities.	June 2012 to December 2012	Citizens Panel.
Designated Public Place Order	Views on the effectiveness and need of the existing DPPO	June 2012 to December 2013	Citizens Panel, web site, town centre posters, press release