

**Minutes of the Safer Essex Partnership Meeting  
6th February 2014, at the Chapter House, Chelmsford**

**Attendance:**

Nicola Beach (Chair, Braintree), Gerry Levelle (Basildon), Bob Penny (Colchester), Cllr Lynda McWilliams, Cllr John Jowers, Gaynor Bradley (Uttlesford), Hazel Berrett (Maldon), Helen Collins (Castle Point), Lucy Magill (Thurrock), Jane Gardner (ECC), Donna Finch (Essex Fire & Rescue), Jon Barber (Tendring), Lindsay Whitehouse (DPCC), Lynn Seward (Harlow), Mary Archer (Essex Probation) Melanie Yolland (Rochford), Peter Kay (ECC), Danny Gatehouse (Essex Fire & Rescue), Tracey Parry (Braintree), Jim Nolan (Epping Forest), Tracy Rudling (EACUG), Spt Nick Morris (Essex Police), Matt Walsh (Chelmsford), Louise Miles (OPPC), Steve Lynch (ECC), Cllr Alistair Walters (Uttlesford).

Item	Minutes	Actions/Papers
1	<p><u>Apologies for Absence</u></p> <p>Welcome and round table for introductions</p> <p>Apologies have been received from the following:-</p> <p>C/Spt Luke Collison (Essex Police), Bala Mahendran (Basildon), Helen Lincoln (ECC), Leanne Thornton (Tendring), Amy Donovan (ECC), Spencer Clarke and Averil Price (Chelmsford), Gary Waller (Epping), Michael Kay (Essex Probation), Dipti Patel (Southend), Paul Reeve (HMP&amp;YOI Chelmsford), Ben Hughes (ECC), Andy Wright (Braintree), Cllr Godfrey Isaacs (Castle Point), Caroline Wiggins (Epping Forest)</p> <p>Nicola apologised for the mix up on the agenda for item 9b – it is Mary Archer who will be presenting that item.</p>	
2.	<p><u>Declarations of Pecuniary or other interests</u></p> <p>Cllr John Jowers and Cllr Lynda McWilliams declared their membership of the Police and Crime Panel.</p>	
3.	<p><u>Minutes of last meeting, 13th November 2013</u></p> <p>No amendments or corrections required to the minutes</p> <p><u>Actions:</u></p> <p>P2 - Lindsay to report on mapping exercise being carried out on domestic abuse. This is still a WIP. Susannah Hancock will now be the lead on this. Susannah said that there was a workshop held on Monday 3rd and Tuesday 4<sup>th</sup> February with representatives from Essex Police, the voluntary sector, and victims to establish each individual's involvement at what stage in the process. A process map will be created and used to inform the Police Review Board and to help with the commissioning process.</p>	<p><b>Action:</b> <i>Susannah to share Process Map on Domestic Abuse to next Safer Essex meeting</i></p>

	<p>P3 - New Initiatives Fund (NIF) grant stream – the spread sheet has been circulated. DHRs and SCRs – this item will be covered by item 10 on today’s agenda and there will also be feedback from the CSP meeting which was held in Nov.</p> <p>P5 - Reducing Reoffending board meetings – the dates are now in Nicola’s diary.</p> <p>P8 - Community Triggers – Paula Mason (Basildon) has prepared and submitted a report which has been circulated to members and this item is also covered by item 6b on today’s Agenda.</p> <p>Matters Arising – none. It was therefore agreed that the minutes represented a true and accurate reflection of the meeting. Agreed unanimously.</p>	
4.	<p><u>Election of Vice Chair</u></p> <p>Maurice Mason, the ACC is no longer going to be attending Safer Essex meetings, so Nicola asked if there were any nominations to take over the role of Vice Chair. Susannah Hancock said that she would like to stand, and Cllr Jowers seconded her nomination. It was therefore agreed that Susannah would become the new Vice Chair, and this was carried unanimously.</p>	<p><b>Action:</b> Susannah Hancock now the vice-chairman</p>
5.	<p><u>Future Direction &amp; Forward Plan Purpose</u></p> <p>Nicola updated the meeting on some of the actions she has been taking since her election as Chair, and some of her initial thoughts as to what direction Safer Essex Partnership should be heading in.</p> <ul style="list-style-type: none"> <li>• Nicola has reviewed the forward plan.</li> <li>• She has had a meeting with community safety managers and other key partners in the network last week, to ensure that she understand their various roles. She had discussed with community safety managers a terms of reference of the CSN and that SE could ask CSN to carry out certain tasks and report back.</li> <li>• Nicola has also had meetings with Mary Archer from Essex Probation Service and Susannah Hancock from the PCC’s office.</li> <li>• She is due to have a meeting with Jane Gardner from ECC to discuss how ECC and Safer Essex can work in partnership.</li> <li>• Nicola said that the value of the varied and diverse membership of Safer Essex is one of its strength but we must ensure that agendas, minutes and actions are clear.</li> <li>• Feedback received is that people value Safer Essex, but its focus and purpose needs reviewing this year.</li> <li>• She has been looking at models elsewhere which seem to be more strategic, with more political input and there is</li> </ul>	



<p>as part of the stall holder presentation and refine who is going to say what.</p> <p>Nicola clarified that it is not intended that Safer Essex members or members of community safety partnerships attend; it is just that it is important that Safer Essex has sight of the documents, and the pathways which reflect the broad concept.</p> <p>Mary Archer said that Lindsay is leading the event from the PCC's perspective, and she is part of the board to ensure that the probation point of view is reflected. The idea is that the division of probation services into Essex Rehabilitation will mean that the service will be publicly owned. The go-live date for this has been put back to 1st June from 1st April. Mary will send members an article to read. It is worth noting that the changes will be happening and Essex Probation has had notice of the end of their contract. The postponement has a lot to do with IT issues. Elements of this have had to be separated. Mary said that her plan is that CSPs will not see any change in service. Essex Probation is going to use these 2 months to test new processes and information streams which will be crucial.</p> <p>Nicola said that the idea of the event is that the 8 or 9 bidders who have expressed an interest in the Essex contract and procurement process will turn up on 19<sup>th</sup> Feb, and meet with representatives from Essex, Thurrock and Southend. The concept is that bidders will engage with us and ask questions. There will be a market stall type of event so that bidders can speak to officers separately. We have found in the past that we can have plenary sessions, but bidders will not ask questions in front of their competitors. Nicola said that she will be involved in the event this afternoon, and she has already drafted some slides. Once these are finalised she will share these with Safer Essex members so that everyone is aware of the approach we are taking.</p> <p>Mary and Lindsay will provide feedback about the event at the next meeting.</p> <p>b. <u>ASB Bill - Community Triggers/Remedy</u></p> <p>Paula drafted an updated paper on this which was circulated prior to the meeting. Gerry Levelle represented Paula at this meeting and said that this is an excellent example of the work that could be achieved by adopting a Task and Finish process. The Task and Finish group has been established and Paula is chairing. The group would like to make the proposal that a county wide consistent approach is adopted, which will enable us to provide comparative data for the PCC's office to monitor. We will be able to analyse its take up and effectiveness. The next step for the group is to come up with some draft guidance, which we will circulate widely for</p>	<p><b>Action:</b> <i>Mary to circulate article on Essex Rehabilitation postponement of go-live</i></p> <p><b>Action:</b> <i>Nicola to circulate slides for Transforming Rehabilitation Bidders event</i></p> <p><b>Action:</b> <i>Mary/Lindsay to provide feedback to 20<sup>th</sup> March meeting about the Transforming Rehabilitation Bidders event</i></p> <p><b>Action:</b> <i>Community Triggers Task &amp; Finish group to present draft guidance and recommendations to June's meeting (Paula)</i></p>
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	<p>consultation. The task and finish group will come back with their recommendations in June to the Safer Essex meeting.</p> <p>Nicola asked if we were able to confirm the names of the representatives on the Task and Finish group. Gerry said that Paula does have the names. Nicola also said that it might be better to have a small core group to come up with a small proposal. It is important that Paula gets some stakeholder engagement with the group. The next meeting is on 18th February and Paula has had a good response. Thanks to Paula for driving this forward. Nicola asked if there were any other good practices that the group could look at. Susannah said that there may be pilots that could be looked at. It was a really productive meeting, and a good example of how well Safer Essex can work.</p>	
7.	<p><u>Police and Crime Plan Update</u></p> <p>a. <u>Draft Refreshed Plan</u></p> <p>Susannah gave a quick update. Last year the PCC produced a plan which was signed off to enable Safer Essex to input into the process. The PCC's office is not intending to write a new plan, because the plan which was launched last year is for a 4 year period. The aim is to simply refresh it. SH would like to bring that to March meeting, and if possible circulate it to members beforehand. PCC's office want to capture the partnership working that has taken place, and what those partners think of the first year of working under the Plan. Also want to capture where things have worked well, and how partners want to develop the Plan going forward.</p> <p>Gerry from Basildon said that their Strategy Group does not meet until 12th April, and it would have been nice to take it there to Basildon. If it's got to be done by 20th March we can get comments verbally before then. Susannah said that before they can go to the CSP's with it, they have to take it to the Police and Crime Panel in order to follow due process. Nicola added that the communication afterwards will be key, and how this is managed to CSP's and the general public. The PCC now has a dedicated Communications Officer, Louise Myles. A discussion will need to be had about how Safer Essex can help with that.</p> <p>b. <u>Funding Report 2013/14 / 2014/15 Proposals</u></p> <p>Susannah said that she is hoping to bring the written report to the next Safer Essex meeting. With regard to PCC funding, the PCC went to the Police and Crime Panel last week and proposed an increase in council tax precept. Central government proposed a cap of 2% otherwise a referendum is required, so the PCC is going back to the</p>	<p><b>Action:</b> <i>Susannah to circulate draft Refreshed Police and Crime Plan 2 weeks before March Safer Essex meeting</i></p> <p><b>Action:</b> <i>discussion between SH and NB on communications and feedback to June SE meeting</i></p>

	<p>panel with a revised proposal within the next 2 weeks. Nick Alston has been clear that CSP funding will not be reduced as a result of this. The PCC will be giving CSP's the same level of funding as last year. Chairs will want written confirmation, so PCC's office will email this to CSP's tomorrow. More detailed confirmation, templates and guidance will be to follow.</p>	<p><b>Action:</b> <i>Susannah to circulate confirmation of CSP funding for 2014 to CSP's and Chairs by Friday 7<sup>th</sup> February</i></p>
<p>8.</p>	<p><u>CSP Strategic Assessments</u></p> <p>A paper was circulated with today's agenda, giving an update to the CSP priorities for 2014/15, which Melanie Yolland has prepared. Melanie had nothing else to add to that apart from the fact that she has added the ratification dates on the right hand side. No CSP's have commented on it, so she takes that this document can be considered to be the full and final list. Nicola thanked Melanie for her work on this, and confirmed that Safer Essex will support and endorse the list.</p> <p>Gerry Levelle from Basildon raised the issue of on-going analytical support. Basildon has raised it with Susannah before. Very senior police officers have been involved in reviewing it. LVA West has got direct support, but for other parts of Essex the scheme keeps getting part way through and falling apart. It is critical to have an intelligence resource allocation for analytical support.</p> <p>Lindsay said that historically the funding for the various CSP's is something that was inherited. West pay for their own analyst. There is a meeting on Monday 10<sup>th</sup> February, which Lindsay is chairing. Maurice Mason, the ACC will also be talking to CSP's. The proposal is to equalise the provision of analytical support across the county, and have a discussion around what level of support is needed and how it's going to be funded. There may have to be an element of top slicing. By Monday there will be a consensus of opinion on the way to go forward with this. The PCC's office will facilitate the discussion and the provision, on the understanding that it will have an impact elsewhere.</p> <p>Cllr Jowers said that this issue was brought up at the Police and Crime Panel. The subject of data analysis on part night street lighting and its effect on crime levels is hovering on edge of being an operational issue.</p> <p>Nicola asked if the analytical role is something that the police should be doing anyway. Lindsay said that yes it is and that is Maurice is leading the meeting. He will be giving a full presentation, detailing what can be provided, and it will incorporate whether the CSP's or the PCC will pick up the bill. The money has to come from somewhere and the question is, is this going beyond what the police ought to be doing anyway? Lindsay said that this is the operational issue that they have, and at the moment it is funded from their existing</p>	<p><b>Action:</b> CSP priorities for 2014/15 agreed</p>

	<p>budget. Nicola asked if intelligence gathering is part of the PCC's role in the first place. Lindsay said that there are other issues around it. In some districts, analytical support is sometimes used for supplementary support and that is why we need to have this discussion. The background to it is that the police budget is reducing by 3.5%. It is for Maurice and the operational leaders to come up with a service model, and it is important that all sides are content with it.</p> <p>Nicola said that it is quite clearly in the interest of the PCC's office and Essex Police to get this resolved. Are CSP's asking for a 'gold plated' service when they are really only needing a 'bronze' service. Lindsay said that the funding stream is not organised. The PCC and Essex Police have had good meetings with the CSP's and have established that some analytical support is provided by the PCC's office and some is not. Some top slicing has to be considered if an equal service is to be provided across the County and all three LPA's are to have the same access</p> <p>Lynne from Harlow said that her CPS has used their own funding to buy the services of an analyst. This was in agreement with Essex Police, because their resource did not allow the depth of analysis that Harlow needed. In West Essex it is important to note that the support for the CSP from Essex Police is different from other districts. Their analyst does not do any other administrative work; they just carry out deep dive analytical work. Lynne said that we need to be careful about imposing a one size fits all system.</p> <p>Tracey from Braintree said that in order for CSP's to carry out their strategic assessments, they need to have access to the police data. If there is a need for anything else, they need to have a discussion about whether the CSP wants to buy more analytical resource. A basic level of analytical support should be provided. Mel from Rochford said that historically Rochford used to have a funded post which was supplied by the police but that was withdrawn in 2007, but that analyst was never used for anything else.</p> <p>Nicola closed the discussion by saying that CSP's, Lindsay and Maurice should provide Safer Essex with some feedback from the discussions at our 20th March meeting. If it is available earlier can it please be circulated, because it is an important issue?</p>	<p><b>Action:</b> Feedback from meeting of 10<sup>th</sup> Feb on data assessment and analytical support to CSPs is to be given at next SE meeting (ideally issues to be circulated in advance) - LW</p>
<p>9.</p>	<p><u>Key Boards/Networks</u></p> <p>a. <u>Domestic Abuse Board</u></p> <p>Susannah said that the Board had met earlier this week. Good progress has been made across a number of areas, and covers Essex, Thurrock and Southend. There is good representation on the board from the PCC, and CSP</p>	

chairs. The Board has identified 6 strategic objectives, and these will be circulated. The object of the Board is to bring the different agencies together in a triage arrangement, to help identify those at risk of domestic abuse and share resources in order to provide support to victims. Work is progressing well, with more partners joining at different points. It is a significant step forward from where we were last year. There is also work going on in relation to prevention and this involves engaging with teachers and pupils at schools and colleges. The PCC and CSPs are meeting with educational stakeholders, and asking how we can get access to the school agenda, and to inform teachers.

The Board had a brief discussion around DHR's and there is a recognition that Safer Essex are also looking at this subject. Generally it is a positive partnership which is moving forward. There is now a significant impetus for the Board to join commissioning groups, and engage with commissioners from all the agencies around domestic abuse. This will create a new service for Essex, Southend and Thurrock. The same can apply to other services in terms of how they interact with victims and perpetrators.

Gerry asked how are the districts and boroughs represented on the board. Susannah said that the Board has representation from the unitary and county councils. The Board is looking at district representation because there are only so many meetings that Nicola can go to. Sandra Crosby from Greenfields Housing Association has been nominated to attend by the districts' housing. Susannah and Lindsay have met with her and her team to talk about their wider agenda. Some councils' have their own housing stock. There is an issue about keeping the meetings tight and focussed, but to still attract broad district involvement with regard to housing and benefits. This reflects Nicola's earlier point about the wider engagement of districts in boarder community safety issues.

Cllr Jowers said that if it is any help, the PCP is made up of senior Member representatives from each district, and although this panel has a strategic role, it doesn't stop anyone from making a proposal for an issue to be brought to the PCP for discussion in relation to community budgets. She said that she wants Safer Essex to compliment but not duplicate the work of other boards.

Tracey from Braintree said that there is also a domestic abuse reference group with LPA representatives on that, who are mainly Community Safety Managers. Nicola said that this is where the feedback can come from, but situation would be kept under review.

**Action:**  
*Susannah to circulate strategic objectives of Domestic Abuse Board*



b. Reducing Reoffending Board

In terms of the purpose of the Board, part of it is involved with community budgets, and looks at how we integrate reducing and reoffending. Essex Probation has been trying to do this for a long time. The Board is starting from a very early place, and looking at how we share information, domestic abuse, is this part of subset, sharing information, and access to provision for offenders. Historically people do not commission work on this. There is a mapping process being undertaken, which will illustrate how we feed our information in, what are each of the districts doing, and what are the impacts of their various initiatives on reoffending rates. The team will be working with each district, and realises that the causes of reoffending are different from district to district, so provision has to be different as well.

From the various group reports, all partners are engaged and staying engaged. Healthcare involved as well. There are task groups looking at the Integrated Offender Management (IOM) scheme for prolific offenders, and integrating everything. All partners are using it as building block, especially around domestic abuse, so we are looking at those possibilities. The IOM scheme is working well. It is resource heavy, but we are committed to it going forward. The work of the Board covers offenders who do not do serious harm, but are continually offending. Those are the people we need to target. There are a lot of success stories. There is an issue of looking at funding for next year, but we are taking our work forward and looking to see how we can mainstream it. The Board needs partners to get involved in the discussion on funding.

Alex Bamber is pleased that the joint commissioning group and its partners are looking at our commissioning processes and housing for offenders.

The board is now looking at how they get information, because at the moment there is no information sharing between them and casualty departments. Another question that is being considered is, if we can stop people from offending, how do we evidence that?

Gerry asked for clarification about the funding for the post in south Basildon, because this has not been secured post April 2014 for the IOM link workers. Mary said that some districts have funded workers, while the Probation Service has picked up funding for others. Essex Probation would like to share the funding because it is not secure. Michael Kay would have more information about that. Southend have picked up some funding issues.

**Action:** Probation (MA or AB) to feedback information on IOM funding at next SE meeting

	<p>Hazel from Maldon asked what is happening with MARAC funding. Susannah said this is being reviewed for Southend and Essex MARACs. There will be a report to the strategic board that review this. There will be feedback and reporting that will enable her to bring back to the Safer Essex meeting in March.</p> <p>Nicola said that she has met with the head of housing and will discuss this with Mary separately. There is a pinch point of when offenders leave prison. Prioritisation is sometimes difficult, and demand is very high for social housing.</p> <p>c. <u>Essex Community Safety Network</u></p> <p>Melanie said that there is nothing else to add apart from the Network is looking to review their TOR, and that will be happening in March. The Network is reflecting on how it works with Safer Essex and the PCC's office. Nicola said that it would be good to have some clarity on that.</p> <p>The role and funding of the CSPs in the future does need further discussion. Nicola is to discuss this with Susannah separately and also have discussions around commissioning. Susannah has got some additional resources, and they are hoping to have a useful conversation to find out whether commissioning is going to be working with the New Initiatives Funding, or general funding. Feedback from the 4<sup>th</sup> December meeting has been circulated.</p>	<p><b>Action:</b> SH to feedback to next SE meeting on MARAC funding</p> <p><b>Action:</b> <i>Nicola and Mary to have discussions around Reducing Rehabilitation Board</i></p> <p><b>Action:</b> <i>Nicola and Susannah to have discussions around Essex Community Safety Network</i></p>
10.	<p><u>SCR's/DHR's</u></p> <p>Susannah said that there will be a lot of different views on this. She has been having conversations with CSP managers, and has been asking them how much DHR's cost and how difficult it is to plan and budget for them. Susannah said she is wondering if there a role for the districts to work together around this through Safer Essex. She also said that there needs to be some thought given to whether there should be some kind of an insurance policy taken out; whether districts could pool some money together or identify a pot of money which can be used. The idea will be to have a consistent approach. Some CSPs have flagged up that they are paying higher costs for chairs, while others are getting more value for money. There will be another task and finish group to work on some options. Members need to have a shared opinion on this and share lessons learnt.</p> <p>Nicola said that the Community Safety Network could have a role in developing the procedure. Outside this meeting members can all give some thought to the process. Nicola said she will have some talks with Jane Gardner, particularly</p>	<p><b>Action:</b> <i>Nicola and Jane to have discussions around DHRs</i></p>

	<p>about families and SCRs. That is the key thing. Braintree managed to issue reports for the press and media outlets on the same day for both reviews.</p> <p>Tracey from Braintree said that some organisations are looking at the whole process of DHR's. In Braintree they had a case where they were working on a DHR and SCR at the same time. They do have some suggestions to share in terms of how the two statutory reviews were coordinated. The chairman of the panel and the author of the report are two different people with two different roles. Braintree's costs were very expensive and the cases were complicated. Tracey said that she was going to propose that a task and finish group is established to get some clarity on all the issues and make some recommendations to the June Safer Essex meeting. There is also a skills issue. The outcome from the process is really important. Solicitors and courts should be sharing information, and there is also a need for a piece of work with the Essex Safeguarding Children and Adults boards.</p> <p>Gerry from Basildon said that he supported that proposal and said that Paula Mason was happy to join that group, but not to lead it. To contextualise their point, one DHR cost Basildon over £20,000 and this took away all their contingency funding and they cannot fund another one. ECC also has a role to play. On the task and finish group we need to have two or three CSP managers (one of which will be Paula). Jon Barber from Tendring said that they would look to put forward a representative. Marysia said that there have been three DHRs in Harlow in the last year. It might be helpful for a representative from Harlow to be on the task and finish group as well. Mary Archer said that the group ought to have representatives from Southend and Thurrock as well. In addition, representatives from probation (Alex Bamber) and ECC (JG?).</p>	<p><b>Action:</b>  <i>DHR task and finish group to be established, hold a meeting and report findings to June Safer Essex meeting</i></p> <p><b>Post meeting note:</b>  <i>Tracey from Braintree CSP offered to co-ordinate this group.</i></p>
<p>11.</p>	<p><u>AOB</u></p> <p>There were no items of AOB and the meeting closed at 10.30am.</p>	