



Community Safety Partnership Award Programme

Application Guidance for Community Safety Partnerships

2004 -2005

Working together to make our communities safer



SCOTTISH EXECUTIVE

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2004
-2005

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Introduction

1. This guidance, and the attached CD Rom, is intended to assist local authority Chief Executives and local authority led Community Safety Partnerships to apply for the Community Safety Partnership Award Programme. The programme has been established to assist Community Safety Partnerships fund their community safety strategy and annual action plan.

2. Applications for the award are restricted to Community Safety Partnerships formed by local authorities, police, the public, private and voluntary sectors in response to the joint CoSLA, ACPOS and Scottish Executive community safety strategy launched in June 1998 'Safer Communities Through Partnerships'.

3. The Scottish Executive has made £4 million per annum available in the financial years 2002-03, 2003-04 and 2004-05 to support the current and capital costs of the development and implementation of community safety action plans by means of a formulated and variable funding award.

4. The annual £4 million funding package is apportioned as follows:

- 40% allocated according to size of **population** in each local authority area – (formulated award)
- 40% allocated according to percentage of **crimes per head of population** – (formulated award)
- 20% allocated according to the **quality of the annual application** – (variable award)

5. The *Formulated Award* is *fixed* for financial years 2002-03, 2003-04 and 2004-05 (subject to the criteria set out in paragraph 17) and the *Variable Award* is calculated *annually*.

6. For ease of application a checklist is attached at Annex A and a summary sheet to accompany the application is attached at Annex B. The terms and conditions of grant are set out in Annex C.

7. In previous years a condition of grant was that 18% of the total annual award had to be spent on drugs related issues as part of the award package came from the drugs consequential funding. This is no longer the case therefore **this condition no longer applies**. However, tackling drug related crime remains one of the key community safety themes and it remains open to Partnerships to spend part, or all, of the award package on this if it is identified as a local community safety priority.

8. For information, attached at Annex D1 and D2 is an example of the template for reporting progress on the action plan. Word versions are available on the CD Rom.

9. If you have any enquiries about this guidance or about the application process generally please telephone Audrey Snedden, Head of Community Safety Section, Crime Prevention Unit, Scottish Executive (0131-244 4221).

10. Closing date for applications is Friday 30 January 2004.

Applications should be addressed to:

Audrey Snedden
Scottish Executive
Community Safety Section
Crime Prevention Unit
1WR
St Andrew's House
Regent Road
EDINBURGH EH1 3DG

Background – Community Safety

11. Under the framework of community planning, community safety is the strategic priority for a range of key players who collectively can build safer, more inclusive, healthier and more vibrant, economically attractive communities.

12. *'Safer Communities Through Partnerships – A Strategy for Action'* (joint Scottish Executive, CoSLA and ACPOS, 1998) defined community safety as 'protecting people's right to live in confidence and without fear for their own safety, or the safety of other people'. It highlighted that because crime and the fear of crime is a major community concern, crime prevention, including action against illegal drugs, must form an important part of any community safety strategy. It also stressed that community safety covers other issues – such as road safety, fire safety, the availability of safe play areas and the prevention of minor anti-social behaviour – which cause serious concern to local communities.

13. *'Safer Communities in Scotland'* (Scottish Executive, July 1999) provided comprehensive guidance to assist Community Safety Partnerships to create the framework necessary to develop strategies and action plans. The guidance recommends that as a minimum partnerships should involve, at a senior level, the local authority, police, health board and/or trust and the fire service. It also stresses that partnerships should consider the role of the private and voluntary sectors, housing associations and racial equality councils, either as members of the core partnership groups, or by being involved in specific working groups, etc.

14. On behalf of the Accounts Commission, Audit Scotland have published 3 documents:

14.1 *'Safe and Sound'* (Audit Scotland, May 2000) – A value-for-money study into community safety. The study looks at how far community safety partnerships have progressed in Scotland, and the extent to which the Scottish Executive guidance has been implemented. It highlights good practice and recommends steps which partnerships should take to improve effectiveness.

14.2 *'Safe and Sound Self-assessment good practice guide for community safety partnerships'* (Audit Scotland, September 2000). The findings and recommendations in the Safe and Sound report were developed into self-assessment audit material to assist partnerships in reviewing progress and identifying those areas where improvements could be made.

14.3 *'How are we doing? Measuring the performance of community safety partnerships'* (Audit Scotland, November 2000) a management bulletin designed to assist community safety partnerships develop a systematic approach to measuring their performance. It provides practical guidance and a checklist of issues to consider when developing community safety performance indicators.

15. In addition, the Scottish Executive published *'Threads of Success'* on 7 Nov 2000. Based on a study of five community safety Pathfinder Councils in Angus, East Dunbarton, Edinburgh, Fife and South Ayrshire. The Report provides an insight into the emerging shape of the community safety partnerships across Scotland and makes a number of local and national recommendations to aid future progress of community safety partnerships.

All of the above documents are included in the attached CD Rom.

Community Safety Partnership Award Programme

FORMULATED AWARD

16. The formulated award accounts for 80% of the total funding available ie £3.2 million per annum and is fixed at this level only in the event of every community safety partnership in Scotland meeting the essential criteria for eligibility and applying. Should any partnership fail to meet the eligibility criteria or fail to submit an annual Action Plan the award that the partnership would have been entitled to through the formulated award will be transferred automatically to the variable award thus boosting the percentage of funding available through this award.

CRITERIA FOR OBTAINING FORMULATED AWARD

17. Community Safety Partnerships wishing to apply for funding from the Community Safety Partnership Award Programme should, as a prerequisite, demonstrate their commitment to a strategic approach to community safety in their local authority. They should do so by meeting the following conditions:

- Provide strong evidence of a strategic Community Safety Partnership in place that includes the four key statutory agencies – local authority, police, fire service and health board/trust and other public, private and voluntary sector organisations as appropriate.
- Submit an Action Plan for the Partnership for financial year 2004-05 with a strong emphasis on mainstream services being targeted towards community safety.
- Provide details of nominated officer/staff with Community Safety responsibilities.
- Provide evidence that the strategy and action plan have been submitted and approved by the appropriate committee of the Council (Council minutes, letter from the Chief Executive).
- Enclose letter from Chief Executive confirming that he/she will be accountable for the funds.
- Provide a report signed by the Chief Executive on the progress and targets achieved in financial year 2003-04.

VARIABLE AWARD

18. The variable award for each local authority led community safety partnership will be determined by evaluation of the quality of the Action Plan. As in the last funding round a weighting element will be applied to specific categories to focus activity on areas in which further development is required such as monitoring and evaluation practices. Higher scoring will be given to those partnerships whose strategy and action plans are evidence led; to the quality of the actual action plan; and to the monitoring and evaluation practices.

CRITERIA FOR OBTAINING VARIABLE AWARD – QUALITY OF APPLICATION

19. Each application can potentially earn 36 points based on an assessment of each of the headings as set out below:

- Evidence that partnership arrangements are in place at a strategic level (maximum 2 points)
- Community safety audit carried out and statistical evidence to support the strategy and action plan (maximum 8 points)
- Strategy document (maximum 2 points)
- Co-ordination arrangements (maximum 4 points)
- Specific and comprehensive action plan produced with clear priorities and targets (maximum 10 points)
- Evidence of monitoring and evaluation of the action plan (maximum 8 points)
- Presentation (maximum 2 points)

20. Further guidance is set out in the following paragraphs in respect of the seven headings on which the assessment for the variable award will be made.

EVIDENCE THAT COMMUNITY SAFETY PARTNERSHIP ARRANGEMENTS ARE IN PLACE AT A STRATEGIC LEVEL

- 21. Details should be provided of the partners both at a strategic level and at implementation level.

22. *'Safer Communities in Scotland'* identifies four statutory agencies which should be represented on all community safety partnerships at a strategic level – local authority, police, fire service and health board or trust. It also gives details of other organisations which might be represented.

23. *'Threads of Success'* promotes the three levels of partnership – a strategic senior partners group to commit their organisations, direct, agree and review action; an operational group to manage task and implement; and task groups to deliver on key priorities.

COMMUNITY SAFETY AUDIT CARRIED OUT AND STATISTICAL EVIDENCE TO SUPPORT THE PLAN

- 24. A copy of the latest audit should be included. If an audit has not been undertaken, the reason why should be given. Information should also be provided of any cost benefit analysis undertaken – 'spend to save'.
- 25. Details should be provided of the community engagement in setting priorities, including information on methods of consultation in particular with hard-to-reach groups who are often under represented in general consultation exercises.

- **26. A copy of the statistical evidence which supports the Action Plan should be provided. In addition, it would be helpful to provide details of any sharing of information or data between agencies and any information sharing or data collection protocols which exist.**

27. To succeed in the long term, partnerships need to base their strategic priorities on a sound knowledge and understanding of the nature, extent and causes of local problem. Partnerships need to analyse the available and relevant data from partner agencies, and consult with local communities to identify their priorities and concerns.

28. *'Safer Communities in Scotland'* recommends that partnerships should carry out a community safety audit to gather the information required for this knowledge and understanding. It breaks the audit into three main stages, preparing a community safety profile, consulting the community, and conducting a review of policy and practice. It also highlights the benefits of a cost benefit analysis – 'spend to save'. *'Safe and Sound'* identifies a number of elements which may help partnerships to ensure that their community safety audits succeed.

29. It is possible for Partnerships to use part of their Community Safety Partnership Award allocation to undertake a community safety audit and gather the necessary evidence to inform their strategic approach, if they have not already done so.

STRATEGIC DOCUMENT

- **30. An up-to-date community safety strategy must be provided along with information on how the strategic priorities were set.**

31. *'Safer Communities in Scotland'* recommends that partnerships should base their strategic priorities on the findings from their community safety audits and consultation. *'Safe and Sound'* recommends that partnerships should ensure that they have sound evidence for their strategic priorities and that these priorities are translated into measurable objectives.

CO-ORDINATION ARRANGEMENTS

- **32. Evidence should be given of the link to the local authority's community plan and to other local strategies such as Drug Action Teams, Social Inclusion Partnerships, etc.**

- **33. Information should also be provided of formal arrangements for providing feedback to the community.**

- **34. In addition, detailed information should be provided of staffing resources dedicated to the community safety partnership both within the local authority and from secondments.**

35. Action Plans should reflect local community planning arrangements and where appropriate links to other strategies including the Drug Action Team, Social Inclusion Partnership and the Children's Services Plan, etc. Community safety should be an integral part of the local authority's community planning framework.

36. *'Threads of Success'* emphasises that the more effective partnerships have secured a dedicated community safety co-ordinator or manager to support the growth of the partnership; and that those partnerships with the greatest potential impact have provided further support by seconding staff from partners eg police, fire, or health.

SPECIFIC AND COMPREHENSIVE ACTION PLAN PRODUCED WITH CLEAR PRIORITIES AND TARGETS

- 37. A copy of the Action Plan should be provided. The Action Plan must show clear measurable targets to be achieved in financial year 2004-05; be capable of completion within the financial year and be built on good practice and represent value for money. Action plans should directly link to the Partnership's strategic aims and objectives.

Action Plan Priorities

38. Although it should directly link to the Partnership's strategic aims and objectives, **the Action Plan should take account of, but not necessarily include all of**, the following key community safety and crime reduction themes:

- Improved crime reduction/community safety
- Tackling alcohol and drug related crime
- Changing attitudes/modifying behaviour
- Diverting young people away from criminal and anti-social behaviour
- Strengthening community safety partnerships
- Reducing the fear of crime

39. As recommended in *'Safe and Sound'*, Action Plans should include:

- information on the problem to be addressed, and the baseline position
- actions that will make up each intervention package

- required inputs (resources) for each intervention package
- output and outcome targets, with suitable performance measures
- clear reporting procedures

40. Page 21 of *'Safe and Sound'* includes an illustration of an action plan and identifies good practice.

41. Set out below are some examples of activities that could be in the action plan:

- creative projects to educate young people to be good citizens;
- programmes for the elderly;
- innovative ways of influencing young people in their own settings (eg in rave/dance venues, pubs, clubs, record/fashion shops, football clubs);
- facilities such as drop-in centres, advice bureaux on community safety and crime prevention;
- private/public sector involvement in opening up schools and colleges to young people for community activities;
- youth and adult diversion schemes involving sport and other leisure activities;
- inventive use of local media advertising;
- developments which will provide support and assistance to the victims of crime.

42. However, these are merely suggestions and other activities and programmes will be acceptable as long as they are part of a strategic approach to tackling community safety in the local authority area. Plans should be subsequently evaluated to determine their effectiveness.

CCTV

43. It should be noted that action plans that are weighted too heavily towards CCTV will score badly in the variable award.

- **44. To use part of the community safety partnership award for CCTV, detailed information should be provided of consolidation and integration of existing system and of intelligent growth of new system (see paragraph 47 below).**
- **45. Where an Action Plan includes CCTV detailed information should be provided to show that any existing CCTV systems have been, or are in the process of being, consolidated; and that intelligent growth considerations have been applied in respect of any proposed new system.**

46. Consolidation should be based on integration, strategic planning, upgrading and sustainability of the system at both an operational and strategic level.

47. The detailed information should cover the following issues:

- Incontrovertible evidence to justify the number and location of cameras applied for
- Integration, where viable, of existing systems
- Rationalisation, where viable, of existing systems into bigger, fewer and more unified systems
- Uniformity and continuity of design within existing and new systems
- Compatibility of existing and new hardware and software
- Upgrading/refurbishment of outdated systems
- Sustainability of the system
- Suitable management of systems
- Rationalisation, where viable, of existing management structures
- Suitable staffing levels
- Suitable monitoring arrangements and procedures
- Evidence of sufficient revenue funding to finance system in the longer term
- Best value

EVIDENCE OF MONITORING & EVALUATION OF THE OVERALL PLAN

- **Evidence should be provided of the methodology for monitoring and evaluating the Action Plan. Partnerships will be required to have suitable procedures and systems in place. Evaluation of any work is vital in order that its level of success or failure can be measured and for adjustments to be made if required. Objectives and performance targets should be set and a mechanism for measuring these established.**

48. Community safety often deals with intangible outputs which can be difficult to accurately measure such as fear of crime, however, there are two publications, both included in the attached CD Rom, which will assist applicants in monitoring and evaluating their Action Plans:

The Scottish Executive publication *'Measure for Measure: A Guide to Monitoring and Evaluation of Crime Prevention Initiatives'* provides detailed guidance and a hard copy is available on request (tel: 0131-244 3995).

Audit Scotland's *'How are we doing?: Measuring the performance of community safety partnerships'* provides specific guidance on performance indicators for community safety partnerships. Although this publication is out of print it is still available on the Audit Scotland web site: www.audit-scotland.gov.uk.

49. Where public perception surveys, focus groups and citizens panels were used to establish community safety concerns and issues and to formulate courses of action to tackle the issues in the Action Plan, similar exercises should be undertaken, where practicable, during the target period to monitor the progress of the Action Plan.

PRESENTATION

50. Strategies and Action Plans should be clear and well presented. This relates to the layout, design and clarity in identifying strategy, priorities, action plans and measures of success.

FINANCIAL INFORMATION

51. Applications will be approved only where the Chief Executive has agreed to be accountable for the funds. Terms and conditions of grant are attached as Annex C.

52. Eligible expenditure can include both capital and revenue expenditure. Any capital and current expenditure should be such that the expenditure is disbursed within the financial year. An element of expenditure may go towards revenue or capital expenditure for CCTV and/or towards dedicated community safety staff, however, it should be noted that unbalanced plans that are skewed too heavily towards CCTV will score badly in the variable award section.

53. A single payment covering both the Formulated and Variable Awards will be made in early April to an authorised bank account, the details of which are requested on the summary sheet attached as Annex B.

Reporting of Progress to the Scottish Executive

MID YEAR

54. A progress report signed by the Chief Executive will be required by 30 September. Templates are attached at Annex D1 and D2. Word versions are on the CD Rom.

55. It may be possible for Action Plans to be re-defined during the course of development. However, major changes to the Action Plan submitted in support of the application for funding must be approved by the Scottish Executive as applicants cannot score highly with one proposal yet implement a different one. Should there be a need to make major strategic changes to the plan the partnership should contact the Scottish Executive setting out revised proposals; the reason for change; and seeking approval to the revised Action Plan.

END YEAR

56. When applying for funding for financial year 2005-06 we will expect the application to be accompanied by a report signed by the Chief Executive on the progress and targets achieved in financial year 2004-05.

Word versions of the templates are available on the CD Rom.



Frequently asked Questions

How will the spending be monitored?

57. The Scottish Executive will require the assurance of the Chief Executive that all monies received from the Community Safety Partnership Award Programme will be used for the purposes specified in the Community Safety Action Plan. A progress report signed by the Chief Executive will also be required by 30 September 2004, templates are attached at Annexes D1 and D2. Word versions are on the CD Rom.

Will there be a time limit for spending the award?

58. The presumption will be that the timescale for the implementation submitted as part of the Action Plan will be realistic and achievable. In the event of difficulties arising, the position will be considered on a case-by-case basis. The Scottish Executive retains the right to recover the award or withhold payments in the event of unsatisfactory performance.

Who will decide the successful Action Plans?

59. An independent panel consisting of representatives of SLACS, CoSLA, ACPOS and the Scottish Executive will assess applications and make recommendations to the relevant Minister(s). The final decision will rest with Scottish Executive Ministers.

Scottish Executive
Crime Prevention Unit
July 2003

Annex A

CHECKLIST – APPLICATION FOR COMMUNITY SAFETY PARTNERSHIP AWARD PROGRAMME 2004-05

| FORMULATED AWARD | |
|---|--|
| Provide evidence of a strategic Community Safety Partnership in place that includes the four key statutory agencies – local authority, police, fire service and health board/trust and other public, private and voluntary sector organisations as appropriate. | |
| Submit an Action Plan for the Partnership (for relevant financial year) with a strong emphasis on mainstream services being targeted towards community safety. | |
| Provide details of nominated officer/staff with Community Safety responsibilities. | |
| Provide evidence that the strategy and action plan have been submitted and approved by the appropriate committee of the Council (Council minutes, letter from the Chief Executive). | |
| Enclose letter from Chief Executive confirming that he/she will be accountable for the funds (Community Safety Partnership Award). | |
| Provide a report signed by the Chief Executive on the progress and targets achieved in financial year 2003-04. | |

Annex A (continued)

CHECKLIST – APPLICATION FOR COMMUNITY SAFETY PARTNERSHIP AWARD PROGRAMME 2004-05

| VARIABLE AWARD | |
|--|--|
| Provide details of the partners both at a strategic level and at implementation level | |
| Enclose copy of latest Community Safety Audit or explanation of why an audit has not been undertaken | |
| Provide information on any cost benefit analysis undertaken – ‘spend to save’ | |
| Detail involvement of community in setting priorities, including information on consultation, in particular with hard to reach groups | |
| Enclose copy of statistical evidence which supports the plan | |
| Detail any attempts at information sharing or data collection and any information sharing or data collection protocols which exist | |
| Enclose copy of latest community safety strategy, along with information on how priorities were set | |
| Provide evidence of links to local authority community plans and to other local strategies such as DATs, SIPs, etc. | |
| Provide information of formal arrangements in place to provide feedback to the community | |
| Detail staff resources dedicated to community safety both within the local authority and any secondments from partners such as fire, police, health, etc. | |
| Enclose copy of Action Plan | |
| If Action Plan includes CCTV project then include requested additional information on consolidation and integration of existing systems or information on intelligent growth of new systems (as appropriate) | |
| Provide detailed information on methods used/to be used for monitoring and evaluating the Action Plan | |
| Enclose completed Summary Sheet (Annex B) | |

Annex B

SUMMARY SHEET (TO ACCOMPANY APPLICATION FOR COMMUNITY SAFETY PARTNERSHIP AWARD PROGRAMME 2004-05)

| |
|---|
| Name of Community Safety Partnership (Lead local authority) |
| Contact Details (Chief Executive's Office) Name: Address: Telephone Number: |
| Brief Description of the Proposed Action Plan Including its main aims, targets, etc. |
| Contact Details of local authority community safety contact Name: Address: Telephone Number: |
| Contact Details of Police LALO (Local Authority Liaison Officer) Name: Address: Telephone Number: |
| Details of Bank Account into which Award is to be paid Name of Payee: Account Number: Sort Code: Name of Bank and Address: |

Annex C

TERMS AND CONDITIONS OF GRANT

The Scottish Executive award is subject to the following terms and conditions.

Financial Accountability

The award is made subject to the agreement of the Chief Executive of the Council to which the award has been paid to be accountable for the funds.

The Chief Executive agrees to ensure that the monies received are for the purposes specified in the community safety action plan.

A set of audited accounts must be prepared within 4 months of the end of the financial year. The accounts should show how the Scottish Executive award has been spent and how it relates to any other expenditure on the project.

All invoices, receipts, accounting records and other documents relating to the expenditure of the award must be retained for at least 3 years after completion of the activity funded. These must be made available at any reasonable time for inspection by officials of the Scottish Executive and/or the National Audit Office. The Comptroller and Auditor General may also investigate the economy, efficiency and effectiveness with which the funds have been used.

Should any amount of the award not be spent for the purposes intended, the Scottish Executive may require that sum to be repaid to the Scottish Executive Accounting Officer. Funds must be returned within 14 days of the date of the formal notice of recovery being issued by the Scottish Executive.

Reporting of Progress

Mid Year

A progress report signed by the Chief Executive will also be required by 30 September. A proforma is attached at Annexes D1 and D2. It may be possible for Action Plans to be re-defined during the course of the development. However, major changes to the Action Plan submitted must be approved by the Scottish Executive as applicants cannot expect to score highly with one proposal yet implement a different one.

End Year

When applying for funding for financial year 2005-06 we will expect the application to be accompanied by a report signed by the Chief Executive on the progress and targets achieved in financial year 2004-05.

Unsatisfactory Performance

The Scottish Executive retains the right to recover the award or withhold payments in the event of unsatisfactory performance.

Capital Assets

Any capital asset costing more than £500 purchased by the award should not be sold or otherwise disposed of within 5 years of purchase without the prior written consent of the Scottish Executive.

Annex D1

COMMUNITY SAFETY ACTION PLAN – PROGRESS REPORT TEMPLATE 2004-05

CERTIFICATE OF CHIEF EXECUTIVE

I certify that to the best of my knowledge and belief:

- a. the information given on the attached sheets on progress on individual community safety action plan priorities is correct
- b. the expenditure has been incurred in accordance with the Scottish Executive conditions of grant and for the purposes specified in the community safety action plan

| | |
|------------|-----------|
| Signature: | Date: |
| Name: | Position: |

CERTIFICATE SHOULD BE ACCOMPANIED BY:

Completed Templates D2 – separate sheet for each Community Safety Action Plan Priority

Annex D2

COMMUNITY SAFETY ACTION PLAN – EXAMPLE OF COMPLETED PROGRESS REPORT TEMPLATE 2004-05

Please complete separate sheet for each Action Plan Priority

| Action Plan PRIORITY | |
|--|---|
| Action Plan Priority Number 1 Reduce housebreaking on Tighmore housing scheme by 15% over three years | |
| Links to Community Safety Strategy Aim/Objective: – Reduce housebreaking on Tighmore housing scheme | |
| Lead agency/responsibility: Local Police Commander | |
| <p>Outcome targets</p> <ol style="list-style-type: none"> 1. Reduce the number of incidents of housebreaking recorded by police on Tighmore housing scheme by 15% on 1998-99. 2. Reduce repeat incidents of housebreaking on Tighmore housing scheme as shown by police figures by 80% on 1998-99. 3. Reduce the number of offenders who re-offend from the referred group by 20%. | <p>Outcome performance indicators</p> <ol style="list-style-type: none"> 1. Housebreaking has reduced by 7.3% in the first 6 months of the action plan. 2. There has only been a reduction of 23% in repeat incidents of housebreaking recorded by police. 3. The number of offenders referred through the arrest referral project has reduced by 37%. This may be associated with the reduction in detection rates for this category of crime from 26% to 12%. |
| <p>Performance against outcome targets</p> <p>Progress against targets to be reported on a bi-annual basis.</p> <p>Final performance against targets to be reported at end of project.</p> | |

Annex D2 (continued)

COMMUNITY SAFETY ACTION PLAN – EXAMPLE OF COMPLETED PROGRESS REPORT TEMPLATE 2004-05

Please complete separate sheet for each Action Plan priority

| MONITORING OF ACTION PLAN | | |
|--|---|--|
| INTERVENTION 1 | KEY TASKS | OUTPUTS |
| <p>Description</p> <p>Crime prevention information to all households on Tighmore housing scheme</p> <p>Lead agency/person</p> <p>Police/Crime Prevention Officer</p> <p>Target date for completion</p> <p>Month 7</p> | <p>Description</p> <ol style="list-style-type: none"> 1. Choose information 2. Put together packs 3. Distribute <p>Inputs</p> <p>Materials for 540 packs Costed CPO time Distribution costs</p> <p>Target date for completion</p> <ol style="list-style-type: none"> 1. Month 7 2. Month 7 3. Month 7 | <p>Targets</p> <p>540 packs distributed on Tighmore housing scheme by end of month 6</p> <p>Output performance indicator</p> <p>Number of packs distributed</p> <p>Performance against target</p> <p>(Progress to date shown on each monitoring report) Programme management: developing the strategy</p> |
| INTERVENTION 2 | KEY TASKS | OUTPUTS |
| <p>Description</p> <p>Upgrade of security within 48 hours for victimised households in Tighmore housing scheme</p> <p>Lead agency/person</p> <p>Housing/Area Manager</p> <p>Target date for completion</p> <p>Scheme to be in place by month 8.</p> | <p>Description</p> <ol style="list-style-type: none"> 1. Set up a referral scheme between police and housing. 2. Establish project method 3. Contract lockfitter <p>Inputs</p> <p>£10,000 budget (£4000 year 1). Costed CPO and housing admin time</p> <p>Target date for completion</p> <ol style="list-style-type: none"> 1. Month 6 2. Month 7 3. Month 8 | <p>Targets</p> <p>100 security upgrades in remainder of year 1</p> <p>Output performance indicator</p> <p>Number of victimised houses upgraded within 48 hours</p> <p>Performance against target</p> <p>(Progress to date shown on each monitoring report)</p> |

Annex D2 (continued)

COMMUNITY SAFETY ACTION PLAN – EXAMPLE OF COMPLETED PROGRESS REPORT TEMPLATE 2004-05

Please complete separate sheet for each Action Plan Priority

| INTERVENTION 3 | KEY TASKS | OUTPUTS |
|--|---|---|
| <p>Description</p> <p>Arrest referral scheme for offenders with drug related problems</p> <p>Lead agency/person</p> <p>Police/Community Drug Services</p> <p>Target date for completion</p> <p>Scheme to be in place by month 5</p> | <p>Description</p> <ol style="list-style-type: none"> 1. Develop project method 2. Develop and print drug service information packs 3. Additional drug session workers in place 4. Increase detection rate for housebreaking in order to identify suitable persons for referral <p>Inputs</p> <p>£500 for drugs services information packs £5,000 of drug workers' time</p> <p>Target date for completion</p> <ol style="list-style-type: none"> 1. Month 3 2. Month 3 3. Month 5 4. Month 8 | <p>Targets</p> <p>20 offenders referred to drug agencies</p> <p>Output performance indicator</p> <p>Number of offenders referred to scheme</p> <p>Performance against target</p> <p>(Progress to date shown on each monitoring report)</p> |

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