



NOTICE OF MEETING

Safer Communities Executive Board

THURSDAY, 10TH SEPTEMBER, 2009 at 11:00 HRS –Council Chamber, Civic Centre, High Road, Wood Green, 8LE.

MEMBERS: Please see the table set out below.

AGENDA

1. APOLOGIES

To receive any apologies for absence.

2. URGENT BUSINESS

The Chair will consider the admission of any items of Urgent Business. (Late items will be dealt with under the agenda item where they appear. New items will be dealt with under Item 16 below).

3. DECLARATIONS OF INTEREST

Members of the Board must declare any personal/and or prejudicial interests with respect to agenda items and must not take part in any decision with respect to these items.

4. MINUTES (PAGES 1 - 8)

To confirm the minutes of the meeting held on 7 May 2009 as a correct record.

BUSINESS ITEMS:

5. TERRORISM UPDATE

A verbal update will be provided.

6. OFFENDER MANAGEMENT IN HARINGEY AND UPDATE ON PPO SCHEME

This report will be sent to follow.

7. OVERVIEW AND SCRUTINY -RESPONSE TO HOME OFFICE GUIDANCE ON SCRUTINY OF CDRPS / WORK PROGRAMME RELATING TO SAFER COMMUNITIES (PAGES 9 - 12)

8. CRIMINAL JUSTICE AND IMMIGRATION ACT (PAGES 13 - 22)

A presentation will be provided.

9. QUARTER 1 PERFORMANCE AND PROJECT EXCEPTION REPORT (PAGES 23 - 36)

10. HARINGEY'S CRIME AND DISORDER INFORMATION SHARING PROTOCOL (PAGES 37 - 98)

Please note that this report is in draft form.

DISCUSSION ITEM:

11. FINAL ANALYSIS OF PLACE SURVEY -WHAT IT MEANS FOR THE SAFER COMMUNITIES PARTNERSHIP

This report will be sent to follow.

INFORMATION ITEMS:

12. RESPONSE TO SWINE FLU

A verbal update will be provided.

13. FLOOD CONTINGENCY PLAN (PAGES 99 - 100)

14. UPDATE FROM PARTNERSHIP BOARDS (PAGES 101 - 108)

15. PROGRESS ON RESPONSE TO THE RECESSION

A verbal update will be provided.

16. NEW ITEMS OF URGENT BUSINESS

To consider any items of Urgent Business raised under Item 2 above.

17. ANY OTHER BUSINESS

To raise any items of AOB (to include discussion around Membership).

18. DATES OF FUTURE MEETINGS

To note the dates of future meetings:

- 19 November 2009
- 4 February 2010

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2 September 2009

ORGANISATIONS	NO. OF REPS	NAME OF REPRESENTATIVE
Haringey Council	8	Councillor Nilgun Canver , Executive Member for Enforcement & Community Safety(Chair) Dr Ita O'Donovan , Chief Executive Niall Bolger , Director of Urban Environment Peter Lewis , Director of The Children and Young People's Service Barbara Nicholls , Director Rep for Adult, Culture and Community Services Claire Kowalska , Community Safety Strategic Manager Marion Morris , Drug & Alcohol Partnership Manager Jean Croot , Head of Safer Communities
Haringey Teaching Primary Care Trust	1	James Slater , Director
Haringey Metropolitan Police	1	Dave Grant , Borough Commander (Vice-Chair)
Haringey Fire Service	1	John Brown , Borough Commander
Haringey Probation Service	1	Mary Pilgrim , Head of Service Delivery, Haringey
Homes for Haringey	1	Paul Bridge , Chief Executive
Mental Health Trust	1	Lee Bojtor , Director
Community Link Forum	3	Sue Brown Mohamed Maigag Rev Nims Obunge
HAVCO	1	Enid Ledgister
Metropolitan Police Authority	1	Joanne McCartney , Independent MPA Member
Haringey Magistrates Court	1	Stephen Carroll , Bench Legal Manager
TOTAL	20	

**MINUTES OF THE SAFER COMMUNITIES EXECUTIVE BOARD (HSP)
THURSDAY, 7 MAY 2009**

Present: Councillor Nilgun Canver (Chair), John Brown, Sue Brown, Stephen Carroll, Jean Croot, Dave Grant, Jennifer James, Claire Kowalska, Enid Ledigster, Marion Morris, Joanne McCartney, Robin Payne, Jackie Thomas, J. Williams, Petra Wollasta.

In Attendance: Xanthe Barker, Samantha Evans, Patrick Jones, Sharon Kemp, Eliza Meechan.

LC109. APOLOGIES

Apologies for absence were received from:

Niall Bolger	-	Robin Payne substituted
Peter Lewis	-	Jennifer James substituted
Mohamed Maigag		
Barbara Nicholls		
Pastor Nims Obunge		
Mary Pilgrim	-	Petra Wollasta substituted

LC110. URGENT BUSINESS

No items of Urgent Business were received.

LC111. DECLARATIONS OF INTEREST

No declarations of interest were made.

LC112. MINUTES

RESOLVED:

That the minutes of the meeting held on 16 March 2009 be confirmed as a correct record.

LC113. APPOINTMENT OF CHAIR FOR 2009/10

RESOLVED:

That Councillor Nilgun Canver be appointed as Chair for 2009/10. Dr. O'Donovan, the outgoing Chair, explained that this change was in line with the rest of the country and with principles of democratic accountability. She thanked board members for all their support and work during her tenure.

LC114. APPOINTMENT OF VICE-CHAIR

RESOLVED:

That Chief Superintendent Dave Grant be appointed as Vice-Chair for 2009/10.

**MINUTES OF THE SAFER COMMUNITIES EXECUTIVE BOARD (HSP)
THURSDAY, 7 MAY 2009**

LC115. APPOINTMENT OF REPRESENTATIVE TO THE HARINGEY STRATEGIC PARTNERSHIP

RESOLVED:

That Pastor Nims Obunge be re-confirmed as the Board's representative to the HSP for 2009/10.

LC116. TERRORISM UPDATE

The Board was advised that the threat of terrorism had not altered since the previous meeting and remained severe.

The Police continued to carry out a large number of targeted 'stop and search' exercises around transport hubs and sporting venues in the Borough. In addition to identifying people committing crime this also acted as a deterrent to terrorism.

RESOLVED:

That the verbal update be noted.

LC117. QUARTER FOUR PERFORMANCE REPORT

The Board received a report setting out performance against Local Area Agreement (LAA) targets during the fourth quarter of 2008/09. An overview was also provided of targets for 2009/10 and 2010/11.

It was noted that generally performance had been good with the overall crime rate in the Borough falling by 7% in comparison with the previous year.

The serious acquisitive crime rate had gone from Amber to Green and one of the most challenging targets within the Board's responsibility, the number of thefts from motor vehicles, had been missed by just 0.1% or 5 offences, which showed that there had been a significant improvement in this area over the last year.

The Chair recognised that many of the improvements seen in performance were due to the effort of all partners and she expressed her thanks to members of the Board for their contribution in particular to the Police.

Haringey Police stated that they had begun to identify how the economic downturn might impact upon crime and the preventative measures might be needed.

In response to a query, the Board was advised that there would be monitoring and evaluation of all activity by the SCEB PMG to ensure that there was a tangible impact.

RESOLVED:

- i. That the report be noted.
- ii. That the SCEB Performance Management Group continue to analyse performance and report back to the HSP.

**MINUTES OF THE SAFER COMMUNITIES EXECUTIVE BOARD (HSP)
THURSDAY, 7 MAY 2009**

LC118. SAFER COMMUNITIES ACTION PLAN 2009/10

The Board received a report presenting the Safer Communities Action Plan for 2009/10.

The document set out the key actions under the Safer and Stronger Communities Service for the new financial year. Delivery Plans had been prepared for each of the areas covered by the Action Plan and the Board was advised that these were available on request from the Safer Communities Team and would also shortly be published on the Council's website.

An overview was provided of how the objectives contained within the Plan linked to the LAA priorities within the Boards responsibility.

It was noted that during the next year there would be a focus on providing greater support to victims of crime, drug and alcohol abuse and a more holistic approach to working with offenders. There would also be a new focus on community engagement, promoting the work of the whole partnership and increasing confidence in the criminal justice system in response to a raft of new perception indicators. There will also be an increased focus on co-ordinating support to 18-24 year olds and on multi-agency management of high risk domestic violence cases through a multi agency panel (MARAC).

Members of the Board were encouraged to contact officers if there was anything additional that they felt should be included within any of the plans.

RESOLVED:

That the measures set out in the Safer Communities Action Plan, which supported the key National Indicators within the Board's responsibility, be noted.

LC119. SAFER COMMUNITIES PROJECT HIGHLIGHT REPORT

The Board received a report that provided an update in relation to the projects funded by the Area Based Grant (ABG) and Borough Command Unit fund during 2008/09.

It was noted that a new performance management system had been adopted, which meant that it was possible to identify potential problems earlier. In addition, each project had been allocated a lead officer from the Community Safety Team, who acted as a point of liaison.

In order to provide a more accessible picture of the aims and objectives of each project and what they had achieved, a brief two page summary was being produced and this would be published on the Council's website in due course.

In response to a query, the Board was advised that quarterly press briefings would be produced to communicate what was being achieved by the partnership. It was suggested the local press should be contacted to see whether a monthly article could be produced focusing on a specific area. This would help improve confidence and support the LAA objective around improving perceptions.

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RESOLVED:

- i. That the report be noted.
- ii. That the local press be contacted to see whether a monthly article could be produced focusing on a specific area.

LC120. ADULTS DRUG TREATMENTS AND YOUNG PEOPLE'S SUBSTANCE MISUSE PLANS: KEY PRIORITIES FOR 2009/10

The Board received a report setting out the key priorities contained within the Adult Drug Treatment and Young People's Substance Misuse Plans for 2009/10.

Adult Drug Treatment Plan

It was noted that the Adult Drug Treatment Plan was intended to reduce the harm caused by drug misuse to residents of the Borough. During 2009/10 there would be a specific focus on tackling Hepatitis C and B as Haringey had high rates of Hepatitis C.

In order to help reduce drug related deaths 'peer to peer' training was being provided. Work was also being carried out with prisoners with drug related problems to improve access to treatment.

A joint initiative between Haringey, Barnet, Enfield, Hertfordshire and Islington was also being undertaken to procure a new drug treatment facility.

It was noted that the draft Welfare Reform Act proposed that drug users in receipt of benefits should be required to demonstrate that they were getting treatment. Therefore, the potential impact of a large increase in the number of people entering treatment would be considered and reflected in the Plan.

Young People's Substance Misuse Plan

It was noted that work had been carried to ensure that the Plan linked into the Children and Young People's Plan and the Joint Area Review (JAR) Action Plan. Therefore the Plan was also being brought to the Children and Young People's Strategic Partnership Board for consideration.

There was agreement that there should be a increased focus on the impact that drug and alcohol abuse by parents has upon children. The Board was advised that work was being carried out by the Drug and Alcohol Action Team (DAAT) to determine how it could feed into the work of the Local Safeguarding Children Board (LSCB) and the JAR Action Plan.

The Chair noted that the Community and Voluntary Sector played a crucial role in tackling drug misuse and was often a first point of contact for people. There was agreement that the Board should receive a report at its next meeting setting out implications of the new Welfare Reform Act upon treatment services.

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RESOLVED:

- i. That the report be noted.
- ii. That the Board receive a report at its next meeting setting out implications of the new Welfare Reform Act upon treatment services.

LC121. ALCOHOL STRATEGY IMPLEMENTATION PLAN UPDATE

The Board received a report that provided an overview of progress made in relation to the implementation of community safety strand of the Alcohol Strategy Action Plan.

It was noted that there were three strands to the Strategy:

- Community Safety
- Health
- Children and Young People

The relevant HSP Thematic Boards were responsible for delivering these.

It was noted that funding for a post in the DAAT team, which focused on working with victims of domestic violence, may be lost and that this was likely to affect the team's ability to address domestic violence.

In response to a query, the Board was advised that, rather than issuing fixed penalty notices in response to street drinking, a targeted approach was taken and notices were not generally issued to street drinkers on an ad hoc basis.

The Board queried how partnership funding used to support projects such as street drinkers accessing treatment was monitored and requested analysis to demonstrate effectiveness.

RESOLVED:

- i. That the report be noted.
- ii. That the Board should receive a report that provided an analysis of the effectiveness of projects funded by the Partnership in addressing street drinking.

LC122. THE IMPACT OF THE RECESSION ON COMMUNITY SAFETY

The Board received a background paper informing the chosen discussion topic: 'Likely Impact of the Recession on Community Safety in Haringey'.

It was noted that the impact of the current recession upon crime was likely to differ from that of previous economic downturns. Recently collected data showed that unemployment was rising more quickly in the west of the Borough and that young people were currently the most affected.

The Board discussed this issue and how the Partnership could act to minimise the impact upon community safety in the Borough. It was reported that the Fire Brigade

**MINUTES OF THE SAFER COMMUNITIES EXECUTIVE BOARD (HSP)
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had recorded a slight rise in the number of arsons being carried out over the last three months. However, it was not clear whether this was as a result of the economic climate.

It was noted that Voluntary and Community Sector organisations were often approached for advice in the first instance and that there may be a significant increase in the number of people accessing Social Security Benefits who had no previous experience of the system. Therefore training for people working in the sector would be useful.

It was suggested that the Council and Job Centre Plus should work with the Voluntary Sector to identify individuals who may be suitable candidates for initiatives aimed at people who had recently become unemployed. There was agreement that officers from the Council's Community Safety Team and Economic Regeneration Team should liaise with Voluntary Sector organisations on this issue and that the Board should receive an update at the next meeting on progress.

The Board discussed the wider issue of volunteering and the role that this could play in helping individuals who became unemployed. The need for better co-ordination between placing people in work opportunities, volunteering, training and apprenticeships was noted. There was agreement that partners should contact the Council's Urban Environment Department if there are opportunities within their organisation for volunteering so that these could be included within the Partnership's wider approach to tackling the recession. The Safer Communities Service would also work more closely with colleagues in Urban Environment and report back to the Board.

It was noted that the 'black market' and fraud generally tend to increase during an economic downturn and this was being monitored by the Police. At present it was not known whether levels of Council Tax and Benefit fraud had been affected.

The Board was advised that the Council had established a Steering Group to look at options around the establishment of a Credit Union. This would help reduce the number of people using 'loan sharks' and other expensive means of credit and help prevent people turning to crime to obtain cash.

The Chair requested that a quarterly report should be received by the Board setting out how the economic downturn was impacting upon crime and how the measures discussed were being taken forward.

RESOLVED:

- i. That a quarterly report be received by the Board setting out how the economic downturn was impacting upon crime and how the measures discussed were being taken forward.
- ii. That officers from the Council's Community Safety Team and Economic Environment should liaise with Voluntary Sector organisations to identify opportunities for assisting people who had recently lost their jobs to access schemes and initiatives available and that the Board should receive an update at the next meeting on progress.

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- iii. That partners should contact Urban Environment colleagues if there are opportunities within their organisation for volunteering so that these could be included within the Partnership's wider approach to tackling the recession.

LC123. PROPOSED ITEMS FOR THE NEXT MEETING

It was agreed that the Board should receive reports on the items listed below at the next meeting:

- Flood Contingency Plan (September)
- Swine Flu Contingency Plan (September)
- Update on recession work (September)
- Area Based Working (November)

LC124. NEW ITEMS OF URGENT BUSINESS

No new items of urgent business were received.

LC125. ANY OTHER BUSINESS

Reopening of the Hearthstone Domestic Violence Centre

The Chair advised that the Hearthstone centre had been refurbished and expanded and would be reopened by Vernon Cocker MP on 1 July 2009. Members of the Board would be invited to attend the event.

Swine Flu –Impact Upon Policing

The Board was advised that the Police had contingency plans in place in relation to staffing in the event of a pandemic. Core services would be maintained in the event.

PCT representation

It was noted that the PCT had not nominated a new representative to the Board since the departure of Christina Gradowski and there was agreement that the Head of Service should contact the PCT to clarify this and secure the dates in the diary.

LC126. DATES OF FUTURE MEETINGS

The dates of future meetings set out below were noted:

- 10 September 2009
- 19 November 2009
- 4 February 2010

Cllr Nilgun Canver

Chair

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haringey strategic partnership

Meeting: Safer Communities Executive Board

Date: 10 September 2009

Report Title: Overview and Scrutiny – Response to Home Office Guidance on Scrutiny of CDRPs/Work Programme Relating to Safer Communities

Report of: Overview and Scrutiny Manager

Purpose

To report on the Overview and Scrutiny Committee's response to new Home Office guidance on scrutiny of CDRPs and the Committee's work programme relating to safer communities issues.

Summary

The report outlines the Overview and Scrutiny Committee's response to new Home Office guidance on scrutiny of CDRPs and the Committee's work programme relating to safer communities issues.

Legal/Financial Implications

Relevant legal issues are referred to within the body of the report. There are no direct financial implications.

Recommendations

That the report be noted and the Board comment on the issues raised, as appropriate.

For more information contact:

Name: Rob Mack
 Title: Principal Scrutiny Support Officer
 Tel: 020 8489 2921
 E-mail address: rob.mack@haringey.gov.uk

Background

Scrutiny of CDRPs

The Home Office recently issued guidance on the scrutiny of crime and disorder. Overview and Scrutiny Committee considered a report on the local implications of this at its meeting on 27 July. The legislation, regulations and guidance provide a framework for the development of a closer relationship between CDRPs and

scrutiny. Scrutiny of community safety is not new - overview and scrutiny committees have had the power to report on any matters which affect the authority's area since 2000. The use of this power by local authorities has been uneven though, particularly in relation to community safety. However, Haringey has already undertaken a large amount of scrutiny work on community safety issues. There was a standing Crime and Community Safety Scrutiny Panel for two years, between 2002 and 2004. In addition, there have been a number of well received in-depth reviews on specific community safety topics including youth re-offending, anti social behaviour and CCTV. As a result of this, Haringey is cited as an example of good practice within the guidance.

The Overview and Scrutiny Committee will be the designated scrutiny body in Haringey that deals with scrutiny of crime and disorder matters. There will also be "task and finish" review panels which will undertake parts of the work with the main committee retaining ultimate responsibility.

The terms of reference of the designated committee are intended to be to scrutinise the work of the CDRP and the partners who comprise it *insofar as their activities relate to the partnership itself*. The role of the committee is to:

- Consider Councillor Calls for Action (CCfA) that arise through the Council's CCfA process.
- Consider actions undertaken by the "responsible authorities" on the CDRP
- Make reports or recommendations to the Cabinet or full Council where appropriate.

The guidance strongly encourages scrutiny committees to engage with police authorities on the basis that they have a clear, statutory role to hold the police to account. It recommends two options for involving police authorities in their work that are applicable to Haringey:

- *Option 1* - A member of the police authority can be issued with a standing invitation to attend the committee to act as an "expert adviser".
- *Option 2*: Committees can co-opt a police authority member onto them

The Committee concluded that the most effective way forward would be to adopt option one and issue a standing invitation to the MPA link member for the borough. When there are issues on committee agendas where it is felt that the MPA could or should make a contribution, input will be actively sought so that they are involved when it is most beneficial.

The Committee also agreed that it would seek to develop closer links to Haringey CPCG. It was considered that their involvement would assist the Committee due to their strong links with the Police Service, the MPA. In addition, they already have a clear role in holding the Police Service to account as well as a specific role in community engagement, with links into ward panels.

CDRPs are now obliged to respond to requests from scrutiny committees within a reasonable time. The guidance states that the information provided by them must be depersonalised, unless the identification of an individual is necessary or appropriate in order for the committee to properly exercise its powers. The information should also not include information that would be reasonably likely to prejudice legal proceedings or current or future operations.

The Committee agreed to continue with the current Haringey practice of a joint and collective response to scrutiny recommendations on community safety issues being considered by SCEB, via the Cabinet, and co-ordinated by the Council's community safety team.

The guidance suggests that OSCs may wish to develop protocols that lay down the expectations of scrutiny and CDRP partners. However, the CDRP will normally be an integral part of the local strategic partnership and it would seem logical to include it within the general protocols relating to the scrutiny of them and local improvement targets. It would also be inconsistent and potentially confusing to have different arrangements for CDRP issues. In the light of this, it is not considered that a separate protocol is required for CDRP matters.

Scrutiny Work Plan 2009/10 on Community Safety Issues

The Committee has agreed the following pieces of work relating to community safety as part of its programme of work:

Scrutiny review: Support for victims of crime. The scope and terms of terms of reference of the review are still in the process of being finalised but the intention is to consider what can be done to improve partnership working between organisations supporting the victims of crime. It is currently proposed to look at the totality of support for victims from the initial reporting of a crime to the judicial process. It will aim to obtain an understanding, from the victims point of view, of how easy it is to access support, its effectiveness and where improvements could be made. The review will be chaired by Councillor Ron Aitken.

It has been noted that overall responsibility for increasing the satisfaction of victims and witnesses is the responsibility of local criminal justice boards (LCJBs) and engagement is being arranged with the Haringey board about the review and their role within it. Several of the key agencies represented on the LCJB are nevertheless also represented on SCEB and key local partners with a responsibility for commissioning and providing relevant services.

Committee items: The following items have been identified for future Committee meetings:

- Safer Communities Action Plan 2009/10 (14 September)
- Crime Figures ½ year update report (26 October)
- Resourcing Safer and Stronger Communities (update on progress with the implementation of previous scrutiny review) (4 January)
- Crime and Disorder Partnership – Annual Report (29 March)

In addition, Councillor Canver, the Cabinet Member for Enforcement and Safer Communities, will be attending the Committee on 23 November and 29 March to answer questions relating to her portfolio.

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Criminal Justice and Immigration Act 2008 and the Scaled Approach

Implementation date: 30 November 2009

Safer Communities Executive Board Briefing

● *2nd July 2009*

Purpose of the presentation



To outline for management board members:

- The key aspects of the Criminal Justice and Immigration Act 2008
- The main provisions of the Youth Rehabilitation Order (YRO)
- The Scaled Approach and its implications for management board members

Key Aspects of the Criminal Justice and Immigration Act



- Changes to the purposes of sentencing
- YRO
- Changes to Referral Orders
- Youth Conditional Caution
- Custody-related changes
- Anti-social behaviour, Youth Default Orders, Rehabilitation of Offenders Act updates

The YRO



- Simplifies juvenile sentencing structure
- Sentencing proposal tailored to individual risk and need
- A menu of interventions to tackle offending behaviour
- Provides robust community sentences
- Can be used on multiple occasions by adapting the “menu”

What does it replace?



- **Action Plan Order**
- **Attendance Centre Order**
- **Community Punishment & Rehabilitation Order**
- **Community Punishment Order**
- **Community Rehabilitation Order**
- **Curfew Order**
- **Drug Treatment and Testing Order**
- **Supervision Order**
- **Exclusion Order**

YRO Requirements



1. Supervision Requirement
2. Programme Requirement
3. Activity Requirement
4. Attendance Centre Requirement
5. Curfew Requirement
6. Education Requirement
7. Residence Requirement (16/17 year olds only)
8. Local Authority Residence Requirement
9. Drug Treatment Requirement
10. Drug Testing Requirement (14 years old or over)

11. Mental Health Treatment Requirement
12. Intoxicating Substance Treatment Requirement
13. Exclusion Requirement
14. Prohibited Activity Requirement
15. Electronic Monitoring Requirement
16. Unpaid Work Requirement (16/17 year olds only)
17. **Intensive Fostering**
18. Intensive Supervision and Surveillance

Why a scaled approach?



- Audit Commission (2004) recommendation:
 - *‘YOTs should make better use of Asset to determine the amount as well as the nature of interventions with individuals using a scaled approach’*
- Evidence says that interventions are more effective when:
 - the level and intensity of intervention is matched to an assessment of the risk of reoffending
 - it is focused on the risk factors associated with offending
- Mirrors the adult sector tiered framework of interventions
- The YRO requires a more **tailored and targeted** approach to the proposals made in court reports

The Scaled Approach



- Interventions designed to:
 - reduce the likelihood of reoffending
 - reduce the risk of serious harm to others
 - support the new sentencing framework
 - tailor intervention to individual risk and need

Minimum contacts for assessed intervention level



Intervention Level	Contact per month for first 3 months	Contact per month for rest of order
Intensive	12	4
Enhanced	4	2
Standard	2	1

Anticipated benefits



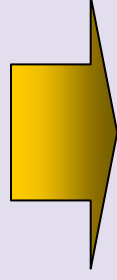
More efficient and effective allocation of YOT resources

Fewer young people in custody

Strengthened case management across the youth justice system

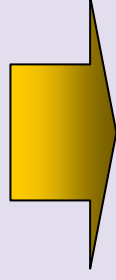
Improved practice in assessment quality, pre-sentence reports and intervention planning

Tailored interventions based on the young person's risks and needs



Reduced reoffending

Reduced risk of serious harm



Increased public confidence



Meeting: Safer Communities Executive Board

Date: 10 September 2009

Report Title: Quarter 1 Performance and Project Exception Report

Report of: Claire Kowalska, Community Safety Strategic Manager

1. Purpose

- 1.1 To draw the exceptions and key issues from Q1 performance monitoring (April – June 2009) to the attention of the Board.

2. Background

- 2.1 The Safer Communities Partnership is responsible for a number of improvement targets under the Local Area Agreement and for two stretch targets relating to personal robbery and domestic violence. The current state of play can be seen on the attached scorecard. This is the new format for capturing progress against targets on a quarterly basis.

3. Performance issues

- 3.1 The following issues should be raised for Quarter 1 against the improvement targets:
- Most serious violent crime is showing Red and (currently) with a downward trend. This is due to problems with youth-related violence earlier in the financial year and also due to the fact that we are required to measure performance against the same period in the previous year and this was exceptionally good. A further impact has resulted from the change in classification to include where an object was perceived, intimidated or used. There is substantial problem-solving activity underway with close partnership work and priority funding attempting to impact on this problem.
 - Although acquisitive crime performed well overall this quarter, there are concerns about achieving performance throughout the year relative to last year's successes and about maintaining reductions against burglary and robbery simultaneously during a recession. These areas have been prioritised for problem-solving funds.
- 3.2 This is the final year of the LAA stretch target agreement which relates to performance on personal robbery and domestic violence. The final

robbery target has already been exceeded but close monitoring of changes will be required. Haringey has recently re-negotiated the target to reduce repeat victims of DV, which was based on a flawed calculation. The newly agreed target should now be within reach and will, again, be closely monitored.

4. Project delivery

- 4.1 A robust quarterly monitoring system is in place and there is close liaison between the Safer Communities Service and the HSP partnerships and performance teams.
- 4.2 A copy of the Project Highlight Report is attached. The ratings and information have been supplied by individual project managers and checked by monitoring staff.
- 4.3 The returns are predominantly rated Green for Q1. The main issues of note are as below:
- There has been some delay in recruiting a CCTV Manager and a Reducing Re-offending Officer. Interviews for the latter will be held on 1st September. Recruitment for the former is underway. The under-spend resulting from this delay is being managed by the Performance Management Group in line with current priorities and performance gaps.
 - The problem-solving budget has been slow to spend with no actual expenditure logged in Q1. However, projects have since been approved for a value of £50K and bids are underway for the value of a further £50K. The problem-solving training and dedicated funds have contributed to closer partnership work in the borough.
 - The delivery of Victim Support services to young people and several posts within the Youth Offending Service are facing some uncertainty due to the funding from Children and Young People's Service having been committed for only 6 months of this financial year. We await confirmation for the second half of this year.

5. Future monitoring

- 5.1 A half-year performance report and full finance update will be presented to the Board in November.

See Attachments: Safer Communities Scorecard Q1
Project Highlight Report Q1

Project Highlight Report



Period: April - June 2009

Projects	Project Manager	Monitoring Return	People at the Heart of Change	An Environmentally Sustainable Future	Economic Viability and Prosperity Shared by All	Safer for All	Healthier People with a Better Quality of Life	Last Quarter	This Quarter	Timescale	Resources	Issues	Risks	Budget	Total Budget 08/09	Spend To Date	Budget Left to Spend	Project objectives/targets 09/10	Year to date	Comments
Violence	Featherstone																	Provide children and young people with the knowledge and skills to build relationships based on respect, mutual understanding, with shared power and a commitment to non-violence		
Anti-Social Behaviour Action Team	Mike Bagnall					✓		R	A	G	A	G	G	G	£1,358,200	£0	£1,358,200	To investigate all cases of ASB in both the public and private sector as well as non tenure specific incidents (e.g. public spaces). To work closely with other partners, particularly the police to tackle community issues To carry out a programme of education for young people on the effects ASB on others and what to do if subjected to incidents of harassment or bullying. The parenting programme will continue to offer support to more prolific families engaging in ASB activity to change behaviour and improve parenting skills. To undertake the 'triple track' approach in dealing with ASB as outlined by the DCSF/Home Office.		RISKS: No risks identified. Recommend checking this for quarter 2. RAG RATING: Consider regrading overall RAG assessment to GREEN as AMBER assessment seems to have been given purely on the manager's historic resourcing issue.
Community and Victim Work	Tessa Newton (Victim Support Haringey)							A	A	G	A	R	R	R	£72,000	£23,713	£48,287	To deliver key services to victims in partnership with the statutory and voluntary sector. To contribute to key national and local priorities and targets, especially through reducing repeat victimisation and the prevention of victim turned perpetrator. To deliver specialised support to young people, BME and young victims of crime with an emphasis on serious crime		ISSUES: Delay in confirmation of funding and the uncertainty regarding funding from Children's Trust has made outreach work difficult so far this year.
Specialist Youth Crime Prevention	Linda James					✓		G	G	G	G	G	G	G	£115,500	£25,000	£90,500	Learning Mentor: Support maximum caseload of 20 young people of secondary school age to contribute to N1 45. Co-facilitate motivational education group Drugs Work: Assess all relevant young people coming to the attention of the YOS via the courts. Contribute to Triage project by assessing those arrested on drug offences and divert away from Criminal Justice System. Facilitate cannabis and alcohol awareness sessions as necessary.		Due to an increase in the number of Bulgarian young people coming to YOS attention, specific sessions are held twice a week with an interpreter. An application for funding for a Turkish speaking worker via the Migrant Impact Fund was submitted and has been successful. NO ISSUES OR RISKS IDENTIFIED.

Safer Communities Scorecard

Generated on: 23 July 2009







Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Long Term Trend	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target						
NI 15	No. of recorded most serious violent crimes	414	129	129	100	129	397			Changes in the classification of most serious violence offences continue to play a part in performance: -Gun crime and knife crime now include where an object was perceived, intimidated or used. -The BIU and CST will be carrying out further analysis of the 129 most serious violence incidents (in the FY to date) to identify what proportion include the actual use of a weapon. A suitable response will be developed on the basis of this analysis. The analysis will be complete by 29th July 2009 -Similar (albeit less significant) increases in GBH and ABH have been experienced during April and May in previous years.	PP01_B09_OB0 403 Deliver targeted interventions based on localised mapping - ongoing	100 %	All software and training complete. Mapping technology being used proactively to target localised areas disproportionately affected by priority crime with recommendations for action on a quarterly basis. This is helping to inform and steer local priority setting as well as problem-solving activity
NI 16	Serious acquisitive crime rate (per 1000 population - lower score is favourable)	36.6	8.0	8.0	9.0	8.0	37			Significant partnership activity and investment in burglary is achieving results. Theft from Motor Vehicles has improved performance. Robbery remains a concern (see stretch target below)	PP01_B09_OB0 403 Deliver targeted interventions based on localised mapping - ongoing	100%	All software and training complete. Mapping technology being used proactively to target localised areas disproportionately affected by priority crime with recommendations for action on a quarterly basis. This is helping to inform and steer local priority setting as well as problem-solving activity

Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Trend	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target						
NI 111	First time entrants to the Youth Justice System aged 10-17	2136	79	106	79	423	79			<p>Quarter 1 performance shows a 25% reduction in the number of entrants.</p> <p>The YJB will not be using YOT figures to calculate these figures in future returns. Police data will be used in its place however; we have no date when this is likely to commence as yet.</p>	<p>PP01_B09_OB0201 Set up Triage system to divert children and young people from the criminal justice system.</p> <p>PP01_B09_OB0202 Ensure YOS staff are prepared for the introduction of the Youth Rehabilitation Order (YRO) in November 2009</p> <p>PP01_B09_OB0203 Deliver key actions from the JAR in relation to safeguarding children and young people</p>	<p>100 %</p> <p>100 %</p> <p>100 %</p>	<p>Triage project is underway and being overseen the YOS Prevention Team. Two workers have been recruited</p> <p>YRO Training has taken place. Implementation group established. All staff aware and timing is on track</p> <p>Actions for YOS relate to the Triage project that is underway (see PP01_B09_OB0201) set up Challenge and Support project – done; set up Intensive intervention project with Catch 22 – done; roll our restorative approaches – continuing; undertake child protection training – 3 courses held and under way; carry out file audit – one completed; negotiate</p>

Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Long Term Trend Arrow	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target						
NI 21	Dealing with local concerns about anti-social behaviour and crime issues by the local council and police	28.2%	Not measured for Quarters	Not measured for Quarters		32%		-		Final published Place Survey result from Communities and Local Government. Targets for 2009/10 and 2010/11 are now set.	PP01_B09_OB0401 Dealing with local concerns about anti-social behaviour	100 %	Policy Officer for engagement and confidence recruited from March. Delivery plan for NI 21 agreed. Place Survey and Residents' survey results to be analysed and used. Good news stories to be publicised. PMG to monitor actions across theme boards that impact on this target with effect from July 09. Delivery of actions = 100% but perception measurements can be unreliable.
NI 35	Building resilience to violent extremism	2	Not measured for Quarters	Not measured for Quarters		3		-			PP01_B09_OB0601 Ensure Muslim Women's Engagement	75 %	See comments entered for action PP01_B09_OB0401 - Dealing with local concerns about anti-social behaviour on 15/07/09 Project plan agreed. Success will depend on identifying a Council Lead e.g. Equalities

Sort	Short Name	2008/09			Q1 2009/10		2009/10		Traffic Light Icon	Trend	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target							
NI 39	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm	NA	NA	NA	NA	1654	-	-	-	No data available for 2008/09 - waiting to hear back from North West Public Health Observatory (NWPHO) on timetable for this. Still awaiting Analysis of Alcohol Attributable Hospital Episode statistics (HES) data to identify numbers and trends to commence, this is due to changes in calculations from the Department of Health. There is a delay in the 2007/08 HES final figures. This is due presently, with the alcohol related admissions published shortly	PP01_B09_OB0103 Develop a proposal to reduce hospital admissions based on results of data analysis.	25 %	Data has been analysed and significant investment needs to be made to reach this target. There is 100K new investment from the ABG for 2009/10 however we still await any indication of any new resources available from the PCT to meet this target.	
										Self evaluation has been completed and average score submitted to DCLG Data Interchange Hub.	PP01_B09_OB0603 Develop a corporate understanding of the issues and threats	25 %	Work has started but success will require in-depth understanding through regular and detailed involvement by senior Council management (currently with ACE) – QT1 = 25% but with commitment will be 100% be year end.	
										This is measured by progress from Level 1 to Level 3. Haringey is currently at level 2 and target is to reach 3 by year end	Project is delivered PP01_B09_OB0602 Commission work with Muslim youth and women's groups to prevent violent extremism.	100 %	Work commissioned	

Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Long Term Trend Arrow	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Value	Target	Value	Target	Value						
NI 40	Number of drug users recorded as being in effective treatment	1045 (-12%)	1045 (+8%)	1045 (-12%)	1045 (-12%)	1045 (-6%)				<p>Latest performance data covering March 2008- February 2009 =1045 problematic drug users (PDUs) in effective treatment (ET). This is a 12% increase on 2007/08 baseline. Please note that due to the way this target is calculated the performance level can go down as well as up. However, continued growth at this rate will result in a more challenging target 09/10 and 10/11 against projected cuts in the Pooled Treatment Budget.</p> <p>The 2008/09 outturn will not be available until August 2009</p> <p>The robbery squad have highlighted a problem with increased false allegations of robbery where individuals are attempting to upgrade to iphones.</p> <p>The CST will be working with the National Mobile Phone Crime Unit to look into this further.</p> <p>Note: The stretch was based on projected figures and this has already been exceeded. The stretch target is 1,557 offences which is a 6.7% reduction on the 1,669 - or 122 fewer offences.</p>	PP01_B09_OB0101 Increase the number of problematic drug users entering and being retained in treatment	100 %	Problematic drug users are being reached and placed into treatment.
L0036 Stretch	Personal Robberies	282	No Q1 target set	282	1,669 (without stretch) 1,557 (with stretch)				<p>Progress is on track end Qtr 1</p>				
L0123 LAA Local	Victim Support Services for children & young people - No.of 1:1 appointments		Not measured for Quarters				-	-					

Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Trend	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target						
L0124 Stretch	Increase the proportion of incidents of domestic violence which result in sanction detections (2007-2010 stretch target)	850	176	139	176	813	176			Stretch target ends in March 2010			
L0125(LAA Local)	Repeat victimisation of domestic violence (2007-2010 stretch target)	273	106	NA	106	125 (without reward) 111 (with reward)	106			A new baseline of 142 has been agreed with GOL. Using this baseline DV repeats is set to exceed (or meet) the agreed targets. Quarter 1 performance as of the end of June 2009 (covering the 12 month period July 2008 - June 2009) is 106 repeat DV victims. Note: This is a rolling annual return and represents the number of repeat victims in a 12-month period. On average there were 108 repeat victims during Q1 2009.			
NI 117	16 to 18 year olds who are not in education, employment or training (NEET) (2007-2010 stretch target)	6.8%	7.6%	10.4%	7.6%	10.4%	7.7%			2009 Q1 figures are currently unavailable. Figures shown are for May 2009. Data is collected a month in arrears. 1. The May 09 NEET level was 7.7% which compares with 7.6% last month and 8.4% last May; it is comfortably below the 2010 NEET target. 2. The actual number of NEETS this month is 288. This represents an decrease of 16 (5%) compared with last month and a increase of 52 (24%) compared with last May (within a cohort 7% down on last May). The relatively large increase in the actual number of NEETS compared with last May is a result of the very significant drop			

Sort	Short Name	2008/09		Q1 2009/10		2009/10		Traffic Light Icon	Long Term Trend Arrow	Latest Note	Linked Actions Code & Title	Linked Actions Progress	Linked Actions Latest Note
		Value	Target	Value	Target	Value	Target						
NI 140	Fair treatment by local services	60.8%	Not measured for Quarters	62.6%					in the Not Knowns over the same period. Final published Place Survey result from Communities and Local Government. Targets for 2009/10 and 2010/11 are now set.				
NI 17	Perceptions of anti-social behaviour	28.3%	Not measured for Quarters	30%					Final published Place Survey result from Communities and Local Government.				
NI 6	% of people who take part in formal volunteering at least once a month.	21%	Not measured for Quarters	22.7%			-	-	Final published Place Survey result from Communities and Local Government. Targets for 2009/10 and 2010/11 are now set.				
NI 7	Environment for a thriving third sector	18.9%	Not measured for Quarters	21.9%			-	-	No target was set for 2008/09, this performance will act as baseline for future years. Targets for 2009/10 and 2010/11 are now set.				
QoL23 NI 4	% of people who feel they can influence decisions in their locality	40.3%	Not measured for Quarters	42.9%				-	Final published Place Survey result from Communities and Local Government. Targets for 2009/10 and 2010/11 are now set.				

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Meeting: Safer Communities Executive Board

Date: 10 September 2009

Report Title: Haringey's Crime and Disorder Information Sharing Protocol (ISP)

Report of: Leo Kearse/Richard Kaufman

Purpose

1. To provide an update on the work that has been undertaken relating to Haringey's Crime and Disorder ISP.
2. For the Board to approve the revised ISP, before it is submitted to the Haringey Strategic Partnership Board (HSP) in November 2009.

Summary

The JAR Action Plan includes several recommendations focusing upon improving the partnership framework for sharing information across Haringey's partner organisations.

A report about Haringey's ISPs went to the HSP Board in June 2009. The HSP Board agreed all of the recommendations within the report, which included:

- The process for revising Haringey's ISPs
- To re-launch Haringey's ISPs once they have been reviewed.
- To produce simple guidance on each ISP for front-line practitioners
- That the Theme Boards support the planning and delivery of practical training for front line practitioners on the operation of the ISPs.

A group of officers from the Police, Health and the Council have worked together to improve Haringey's Crime and Disorder ISP to ensure that it is aligned with current legislation and the Information Commissioner's model template of good practice.

A revised version of Haringey's Crime and Disorder ISP went to all relevant partner organisations and signatories at the beginning of August 2009 - comments/revisions were fed back into the protocol.

The final version of the revised protocol is now being submitted to the Safer Communities Executive Board for approval, before it goes to the HSP Board in November 2009.

Legal/Financial Implications

[Legal to follow](#)

Any financial implications related to training will be resourced through existing budgets such as area based grant.

Recommendation

To agree the revised Haringey Crime and Disorder ISP, and the accompanying guide for practitioners.

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Background

An Information Sharing Protocol (ISP) is a signed agreement between two or more organisations relating to a specified information sharing activity. An ISP explains the terms under which the organisations have agreed to share information and the practical steps that need to be taken to ensure compliance with those terms.

The JAR Action Plan identifies specific areas of development relating to Haringey's ISPs, including:

Recommendation 2.2.1

Information Sharing protocols for the partnership reflect any national standards & arrangements set for all partner agencies.

All staff are clear about the protocols and how they operate

Clarity on operation of strategic information sharing principles and improve the operational use of information sharing protocols.

Sign-off HSP Board information-sharing protocol – to be agreed by all partners, including voluntary sector

Assessment of Haringey's Crime and Disorder ISP

We have:

- Identified the lead people in each organisation that is a party to the protocol.
- Researched and identified best practice and national standards around ISPs.
- Conducted a gap analysis between Haringey's Crime and Disorder ISP and these standards.
- Met with the operational leads for Haringey's Crime and Disorder ISP to discuss how the ISP can be improved.
- Submitted a report to the HSP Board in June 2009, which proposed an action plan to support the review process. The report's recommendations were agreed¹.
- Actioned the review process (June-August 2009), which included asking for feedback on the revised protocol from all relevant partner organisations and signatories.
- Submitted this report to Safer Communities Executive Board to update the Board on the work that we have done and to ask the Board to approve the protocol.

Next steps

Action	When (2009)
Haringey's Crime and Disorder ISP (and practitioner guide) to be submitted to HSP Board for approval.	5 November
Re-launch the ISP	16 November
Roll out ISP training	16 November - onwards

Appendices

1. Haringey's Crime and Disorder Information Sharing Protocol
2. Haringey's Crime and Disorder Information Sharing Protocol – Practitioner's guide

¹ <http://www.minutes.haringey.gov.uk/ieListDocuments.asp?CIId=121&MIId=3716&Ver=4> (See item 166)

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**Safer Haringey
Crime and Disorder Information Sharing Protocol
Revised document**

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2. Parties to this Protocol
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6. Key legislation
7. List of Appendices:
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 - B. Information Exchange Forms
 - C. Depersonalised Information Indices
 - D. Flowchart - Summary
 - E. Prosecuting - Procedural Protocol
 - F. Signatures

1 Purpose of this Protocol

- 1.1 This Individual Protocol is an agreement between Partner Organisations (see Section 2) specifically to facilitate and govern sharing of information (including photographs) relating to the prevention, detection and reduction of Crime and Disorder.
- 1.2 The purpose of this protocol is to facilitate the exchange of information in order to develop and implement the following:
- 1.3 To comply with the statutory duty on chief police officers and local authorities under the Crime and Disorder Act 1998 to work together to develop and implement a strategy and tactics for crime reduction, including:
 - Information sharing between the Partner Organisations for the purpose of tackling Anti-Social Behaviour.
 - Information sharing between the Partner Organisations for the purpose of implementing the Government's Prolific and Other Priority Offender Strategy.
 - Applications for Information by a Local Authority or Housing Association, for the purposes of considering applying for a possession order in order to evict a tenant.
 - Applications for Information by a Local Authority or Housing Association, for the purposes of determining an application for persons made homeless by threat of violence or harassment.

2 Parties to this Protocol The 'Partner Organisations':

ASRA Greater London Housing Association
British Transport Police
CARA Irish Housing Association
Christian Action Housing Association
Circle 33 Housing Group
Crown Prosecution Service
Family Housing Association
Genesis Housing Association
Great Ormond Street Hospital (GOSH)
Habinteg Housing Association
Haringey Council

- Anti Social Behaviour Action Team
- Children and Young People Service
- Community Safety Team
- Drug and Alcohol Action Team
- Environmental Services
- Parking Services
- Youth Offending Service
- Social Services

HM Revenue & Customs
Homes for Haringey
Hornsey Housing Trust
Innisfree Housing Association
Kelsey Housing Association
Ladybur Housing Co-operative Ltd
London Fire Brigade
London Probation Service
London & Quadrant HSG Trust
Metropolitan Housing Partnership
Metropolitan Police Service
Mosaic Homes
Newlon Housing Trust
NHS Haringey
Novas Group
Patchwork Housing Association
Peabody Trust Housing Association
Presentation Housing Association
Sanctuary Housing Association
Servite Houses
Shian Housing Association Ltd
St. Mungos Housing Association
Teachers' Housing Association
Ujima Housing Group

Victim Support Haringey

3 Document Control

Versio n	Date	Author	Comments	Approval
1.0		Stephen Cornell	Initial draft	
1.1	03/10/03	Stephen Cornell	Revisions to indemnity	
1.2	08/10/03	Stephen Cornell	Report to Management Board	Management Board
1.2	21/10/03	Stephen Cornell	Report to Council Executive	Council Executive
1.3	01/12/04	Oscar Ramudo	Initial draft of CD-ASB ISP	Partners
1.4	12/01/05	Oscar Ramudo	Consultation and comments incorporated	Partners
1.5	04/06/05	Oscar Ramudo	Final Draft	Partners
1.6	1/9/09	Leo Kearse/ Richard Kaufman		

- 3.1 The Protocol became effective on 04 July 2005.
- 3.2 The Protocol will be reviewed annually (See Section 5.16).
- 3.3 Any significant amendments to this Protocol made before the review date stated above will need to be approved in principle by all Partner Organisations and will only be effective until the review date. All significant amendments will need to be ratified and endorsed by the Partner Organisations and their legal departments at the review date.

4 Background

4.1 Public bodies require administrative powers to share information for specific purposes, and these powers will most often be provided by a statutory gateway, to provide the lawful basis for disclosure.

4.2 Crime and Disorder Act 1998

4.2.1 This protocol is recommended to the relevant authorities (See [Appendix A](#)), as described in the Crime and Disorder Act 1998, as the vehicle to share information to tackle crime and disorder.

4.2.2 Section 115 of the Crime and Disorder Act 1998 provides the lawful power for anyone to disclose information to a relevant authority – the police, police authority, local authority, probation committee or health authority, or to any persons acting on their behalf – where this is necessary or expedient for the purposes of a provision of the Act.

4.2.3 The signatories to this Protocol are persons/organisations that have been invited by the responsible authorities represented on Haringey's Crime and Disorder Reduction Partnership to participate in the exercise of the obligations set out in Section 6 of the Crime and Disorder Act 1998.

4.2.4 Section 115 does not, however, override the need to disclose in a proper manner, taking into account other statutory and common law constraints on disclosure, including data protection, human rights and the common law. This Protocol puts in place sound arrangements for information sharing, so as to be clear about the process involved and the type of information to be shared to ensure compliance with data protection legislation.

4.3 Homelessness Act 2002

4.3.1 Section 184 of the Housing Act 1996 states that Partner Organisations may make 'such enquires as are necessary' to establish whether parties applying as homeless persons for re-housing are eligible. Section 10 of the Homelessness Act 2002, extends the 'priority groups' for re-housing to include those who have been made homeless by being the subject of violence, the threat of violence or harassment. This entitles relevant housing authorities and associations to request from the Metropolitan Police information to establish the applicant's eligibility for re-housing.

4.4 Health Act 1999 & National Health Service and Community Care Act 1990

4.4.1 When sharing information under this Protocol with any Health Service body the following Acts should be considered, they facilitate information sharing for the purposes of exercising NHS functions:

- a. Health Act 1999 and associated Regulations, NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000. They allow NHS bodies and local authorities to enter into partnership arrangements in relation to the exercise of any NHS functions if the partnership arrangements are likely to lead to an improvement in the way in which those functions are exercised.
- b. National Health Service and Community Care Act 1990 provides that when a local authority is assessing the need for any type of community care and it appears that there may be a need for health or housing provision, the local authority shall notify the appropriate PCT, Health Authority or housing department and invite them to assist.

5 Procedures

5.1 Partner Organisation Procedures

5.1.1 Partner Organisations agree to develop and implement joint procedures where appropriate in relation to this Protocol.

5.1.2 Partner Organisations agree to share local procedures that relate specifically to this Protocol.

5.2 Designated Officers

5.2.1 In order to ensure that information is exchanged in the most efficient, effective and secure manner, the Partner Organisations will select and appoint Designated Liaison Officers (DLO) (See [Appendix A](#)). All Partner Organisations are responsible for ensuring that this list is kept up-to-date. The DLO should provide an out of office hours contact if available. Any changes must be communicated to Haringey Council's Community Safety Team DLO.

5.2.2 If a Partner Organisation has a Data Protection / Information Sharing Coordinator that oversees all information sharing issues, the DLO will liaise with them where appropriate.

5.2.3 DLOs will assume responsibility for:

- Providing guidance and answering all queries relating to this Protocol, via phone, fax, e-mails or letters as appropriate and in accordance with each organisation's information handling policies
- Chasing up enquiries if not responded to within five working days
- Training other staff in the requirements of the Protocol.
- Promoting the Protocol throughout their own organisation
- Informing safercommunities@haringey.gov.uk if there is a change in contact details for the Designated Liaison Officer or if the organisation changes its name, e.g. one RSL merges with another
- Obtaining feedback on the result of cases for which information was requested (optional)
- Monitoring and auditing all incoming and outgoing requests and disclosures. Keep a record of information requested and disclosed

- Sending out a questionnaire to each organisation requesting information to monitor the speed and efficiency of the Information Sharing process (optional)

5.3 Officers Requesting Information

5.3.1 An officer requesting information from another Partner Organisation should submit the inquiry through a Designated Officer. A reply should be made within five working days. The request must be in writing and on the 'Request/Disclosure Form' attached to this document at Appendix B. The request must be transmitted in a secure way.

5.4 Personal information

'Personal Information' is information which relates to a living person who can be identified from the information¹.

Where it is necessary for information to be shared, personal information will be shared on a need-to-know basis.

Any duty of confidentiality will be respected unless there is an overriding 'public interest' to disclose the information and if there is a 'legitimate purpose' to sharing (See Section 5.6). Where the disclosure would breach client confidentiality the request should be referred to a designated manager - unless exceptional circumstances apply, e.g. where there is a need for urgent medical treatment. Managers should have access to a source of advice and support on information sharing issues. This may be a Caldicott Guardian.

The reasons for breaching client confidentiality must be fully recorded and clearly referenced to the evidence and information on which the decision is based. This must include details of any third parties and details of all the information/evidence they have been given.

5.5 Consent

5.5.1 Many of the data protection issues surrounding the disclosure of personal data can be avoided if the consent of the individual has been sought and obtained. Obtaining consent remains a matter of good practice and in circumstances where it is appropriate and possible, informed consent should be sought. (See 'Consent Form', Appendix B). Consent lasts as

¹ For more details on what constitutes as being personal information, and what constitutes as being sensitive personal information, see Part 1 of the Data Protection Act 1998 http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

long as required - unless it is withdrawn. Individuals have the right to withdraw consent after they have given it.

- 5.5.2 However, in many cases the aims for which information is shared under this Protocol might be prejudiced if Partner Organisations were to seek consent. In such cases, the disclosing agency must consider possible grounds to override the consent issue. It is possible to disclose without consent if it is in the 'public interest'.

5.6 Public Interest

- 5.6.1 If consent has not been sought, or sought and withheld, the agency must consider if there is an overriding public interest of justification for the disclosure. Responsibility for considering disclosure in these circumstances rests with the disclosing authority. In the event of doubt the Partner Organisation should obtain legal advice.

- 5.6.2 Partner Organisations understand the Public Interest criteria to include:

- Administration of justice
- Maintaining of public safety
- Apprehension of offenders
- Prevention of crime and disorder
- Detection of crime
- Protection of vulnerable members of the community

- 5.6.3 The rule of proportionality should be applied to ensure that a fair balance is achieved between the public interest and the rights of the data subject.

5.7 Fair Processing

The Data Protection Act 1998 requires that when personal information is collected from a data subject, they are told what it will be used for and who the information will be shared with. When collecting information from clients, staff in partner organisations should explain:

- What is done with the information;
- The reason why professionals are capturing it; *and*
- Who the information can be routinely shared with

Partner Organisations will ensure that their 'Fair Processing Notices' are kept up-to-date and provide an accurate explanation of the information sharing activities that are being undertaken.

Where appropriate, Partner Organisations will ensure that there is information on their external websites informing individuals that the information that they provide will be processed in accordance with the Data Protection Act 1998. Partner Organisations will ensure that their 'Fair

Processing Notices' are kept up-to-date and provide an accurate explanation of the information sharing activities that are being undertaken.

5.8 **Depersonalised information**

- 5.8.1 Depersonalised data encompasses any information that does not and cannot be used to establish the identity of a living person, having had all identifiers removed.
- 5.8.2 Partner Organisations accept that there are no legal restrictions on the exchange of depersonalised data, although a duty of confidence may apply in certain circumstances, or a copyright, contractual or other legal restriction may prevent the information being disclosed to Partner Organisations.
- 5.8.3 Information shared between Partner Organisations should be limited for the purposes of the enquiry. If the purpose of this ISP can be achieved using depersonalised information, then this should be the preferred method used by officers. For example, in assessing crime hotspots geographic information that does not identify living individuals might be used for strategic planning purposes.
- 5.8.4 Partner Organisations recognise that great care must be taken when depersonalising data and that the Information Commission has stated that even a post-code or address can reveal the identity of an individual. Partner Organisations are also aware that it may be possible for an individual's identity to be revealed by comparing several sets of depersonalised data.
- 5.8.5 The partners to this Protocol agree to share depersonalised information from the indices listed at Appendix C (and any other indices as is deemed appropriate by all Partner Organisations). This is not an exhaustive list.

5.9 **Non-personal data**

- 5.9.1 Partner Organisations agencies understand that non-personal data is data that does not, nor has ever, referred to individuals.

5.10 **Data Protection Act**

- 5.10.1 Partner Organisations agree to comply at all times with data protection legislation and other legal requirements relating to confidentiality.

5.11 Retention Periods

5.11.1 All partner organisations who are party to this ISP will put in place policies and procedures governing the retention and destruction of records containing personal information retained within their systems

5.11.2 As a general rule, partner organisations agree that personal information that has been shared will be destroyed once it no longer is of relevance to the initial inquiry. This should be actioned in accordance with partner organisations information security policies.

5.12 Access Request & Freedom of Information Act

5.12.1 The Data Protection Act gives people the right to apply to an organisation that holds personal information about them for access to that information. The exercise of this right is referred to as a subject access request. People may exercise this right on their own behalf or through a representative. Where people do not have the mental capacity to make a request on their own behalf, because they are too young or for some other reason, their parent or person with Power of Attorney may make the request on their behalf.

5.12.2 The right of subject access applies to all personal information held by an organisation about that data subject regardless of whether or not that organisation is the “owner” or “source” of the information. The information must be disclosed to the data subject unless one of the exemptions in the Data Protection Act applies. For a list of subject access exemptions see Appendix E.

5.12.3 The Freedom of Information Act 2000 (FOI) enables any member of the public to apply for access to information held by bodies across the public sector. The Act provides a general right of access to information held by public authorities in the course of carrying out their public functions, subject to some exemptions. Alongside other legal protections, the exemptions provide grounds for refusal to provide information.

5.12.4 Partner Organisations will ensure that this ISP is included in their Publication Scheme.

5.13 Data Quality

5.13.1 Information discovered to be inaccurate or inadequate for the purpose will be notified to the data owner. The data owner will be responsible for correcting the data and notifying all other recipients in writing, quoting the reference from and date of the original 'Request/Disclosure Form'.

5.14 Security Procedures

5.14.1 Personal data will be kept securely within a password computer system or otherwise physically secure with appropriate levels of staff access.

5.14.2 All grounds for the disclosure of personal information under this protocol will be formally recorded, and partners will process information fairly and objectively in every case.

5.14.3 Staff in Partner Organisations handling information sharing requests relating to this Protocol must:

- Be fully aware of their responsibilities under the Protocol mentioned above, together with the Data Protection Act and Duty of Confidentiality.
- Share information under the terms of this protocol must only be used for the purpose stated in the original request for information.
- Information cannot be passed to a third party for any purpose other than those mentioned in section 29(1) of the Data Protection Act 1998 (DPA), without obtaining consent from the disclosing organisation. If staff do wish to pass the information onto a third party, they MUST first obtain consent from the disclosing organisation via the designated liaison officer. (In a high risk situation this may not always be a reasonable requirement. In emergencies, the public interest disclosure is a sufficient exemption to override this requirement).
- Store hard copies of the request/disclosure and consent forms in a lockable container when not in use, and a clear desk policy implemented.
- If the information is held electronically, the document MUST be placed within a folder with a secure password and access restricted only to persons with a genuine 'need to know' the information.
- Once this information is no longer required, it MUST be returned to the Designated Liaison Officer for destruction. Only the minimum amount of personal information should be retained which is necessary

to achieve the specific objective under the Crime and Disorder Act 1998 / Housing Acts 1985/1996 or Homelessness Act 2002.

5.14.4 Each Partner Organisation is responsible for ensuring that their appropriate staff are adequately trained in respect of all matters covered by this Protocol.

5.14.5 Regular information should be requested formally (and agreed by the supplying partner) on one form and a further form should not need to be made for each occurrence. Such procedure is subject to a continued review by participating Partner Organisations and by a further formal request form every 9 months if de-personalised or non-personal or 6 months if personal.

5.14.6 Where appropriate, Partner Organisations agree to develop joint policies and procedures.

5.14.7 All officers sharing information through this ISP will ensure that they adhere to their organisation's information security policies.

5.15 **Breaches of Protocol**

5.15.1 Partner Organisations agree to comply at all times with data protection legislation and other legal requirements relating to confidentiality. Partner Organisations agree that any breach of confidentiality will undermine and affect the credibility of this Protocol.

5.16 **Review Procedures**

5.16.1 The Protocol will be reviewed by the Partner Organisations annually.

5.16.2 The review is to be undertaken jointly by officers agreed by the Partner Organisations unless agreed by the Partner Organisation for a single Partner Organisation to undertake the review. This work will be coordinated by the Community Safety Team (CST), Haringey Council. At each review date the CST will pull together a review group made up of parties to the Protocol, and identify operational problems, new legislation and highlight any proposed amendments to be agreed.

5.16.3 Partner Organisations agree to take part and contribute to these reviews. The reviews will cover:

- Quality standards of shared information
- Retention practises
- Security arrangements – storage, transfer, disposal
- Individuals' legal rights (ensuring that they are being adhered to).
- Effectiveness of ISP

5.17 Right to Audit this Protocol

5.17.1 Partner Organisations may audit compliance with the Protocol.

5.17.2 Partner Organisations agree to assist other Partner Organisations during the audit process as long as reasonable notice is given in writing detailing the scope of the audit process and they do not object.

6 Key Legislation

Disclosing information under the key pieces of legislation in relation to this Protocol, including:

6.1 Crime and Disorder Act 1998

- 6.1.1 Disclosure may be made despite a duty of confidentiality where there is an overriding public interest, for example to prevent or detect crime, disorder, anti-social behaviour, annoyance/ nuisance, dwellings being used for immoral or illegal purposes.
- 6.1.2 The exchange of personal information post conviction will be subject to the same presumption of confidentiality. However, the administration of justice and the prevention of crime are in the public interest and will provide the grounds upon which a disclosure can be justified. Care must be exercised in the disclosure of conviction data. In this case it must support action under the Crime and Disorder Act and a Designated Officer must ensure that the information is accurate and relevant to an enquiry before it is released.

6.2 Homelessness Act 2002, Housing Act 1985 & 1996

- 6.2.1 Disclosure of information to the Partner Organisation will be on a case-by-case basis. The information disclosed will be expressly limited to (please refer to 2.2.10 for relevant sections of the Act):
 - a. A summary of all visits to the premises as a result of relevant complaints or otherwise;
 - b. A summary of any relevant incidents witnessed by Partner Organisation representatives;
 - c. Details of any criminal conviction of the applicant involving relevant incidents. The offender and offences must be directly linked to reasons for the application to the relevant authority for housing or nominee. For example, if the applicant is applying for assistance for the reason of being forced into homelessness by threat of violence, any offence of violence that party has committed, or has had committed against them, may be relevant to the assessment of eligibility for re-housing.

or

Details of any relevant criminal conviction of persons residing at the property. The offender and offences must be directly linked to the property, i.e., offences committed at the relevant property, or in the vicinity thereof, and care must also be taken to ensure that "spent"

convictions, within the meaning of the Rehabilitation of Offenders Act, are not disclosed.

- 6.2.2 The Metropolitan Police's Designated Officer must ensure that any information on, validated previous convictions is accurate and up to date before disclosing any such information.

7 List of Appendices

- G. Designated CD-ASB Liaison Officers
- H. Information Exchange Forms
- I. Depersonalised Information Indices
- J. Flowchart - Summary
- K. Prosecuting - Procedural Protocol
- L. Signatures

Appendix A

Designated Liaison Officers

Organisation and address	Name	Contact tel.	email address	Post
ARHAG Housing Association Ltd 2 nd Floor Alexandra Court 122-124 High Road Wood Green London N22 6HE	Joyce Oyebanjo	020 8829 1199	joyebanjo@arhag.co.uk	Housing Operation Manager
ASRA ASRA House 1 Long Lane London SE1 4PG	Kiron Mahal	020 7940 6600	kiron.mahal@lha-asra.org.uk	Director
British Transport Police Crime & Disorder Partnership unit 55 Broadway St. James Park London SW1 HOBD	Paul Wilson	020 7918 0064	paul.wilson@btp.pnn.police.uk	Chief Inspector Crime & Disorder (London)

Organisation and address	Name	Contact tel.	email address	Post
Cara Irish Housing Association 341a Seven Sisters Road London N15 6RD	Dee McRedmond	020 8809 8374	deemcredmond@caraha.org	Housing Team Manager
Christian Action Housing Association Benedict House 61 Island Centre Way Enfield EN3 6GS	Sarah Thompson	01992 765 947	sarahthompson@christianaction.org.uk	Housing Services Manager
Circle 33 Housing Group 1-7 Corsica Street London N5 1JG	Amanda Ross & Deirdre Manley Saj Hussain	020 7447 3268 020 7447 5392	amanda.ross@circleanglia.org ; deirdre.manley@circleanglia.org ; saj.hussain@circleanglia.org ; john.considine@circleanglia.org ;	ASB Co-ordinator Customer Services Manager
Community Housing Group 59 Compton Road London N1 2YT	Kathleen Hopgood	020 7428 5553	khopgood@communityhousing.org.uk	Service Manager
Crown Prosecution Service Edmonton Police Service PO Box 44918 Edmonton London N9 0XR	Daren Streeter	020 8884 6401	daren.streeter@cps.gsi.gov.uk	Chief Executive
Family Mosaic Association 4th floor, River Park House 225 High Road London N22 8LN	Jennie Anderson	020 8826 4950	jennie.anderson@familymosaic.co.uk	Regional Housing Manager

Organisation and address	Name	Contact tel.	email address	Post
Genesis Housing Association Paddington Housing Association 324 Harrow Road London W9 2HP	Peter Doherty	020 8537 4576	peter.doherty@pcha.org.uk	Head of Housing Services
Habinteg Housing Association Holyer House 20-21 Red Lion Court London EC4A 3EB	Rebecca Samuel Or Peter Biggs	020 7822 8739	rsamuel@habinteg.org.uk pbiggs@habinteg.org.uk	Area Manager
Haringey Council Anti-Social Behaviour Action Team 782 High Road London N17 0BX	Mike Bagnall	020 8489 1903	michael.bagnall@haringey.gov.uk	Manager
Haringey Council Children Services 3rd floor, 48 Station Road Wood Green N22 7TY	Jan Doust	020 8489 3150	jan.doust@haringey.gov.uk	Head of Access & Pupil Support
Haringey Council Community Safety Civic Centre High Road Wood Green N22 8LE	Claire Kowalska	020 8489 6949	claire.kowalska@haringey.gov.uk	Interim Community Safety Manager
Haringey Council Drug & Alcohol Action Team Civic Centre High Road Wood Green N22 8LE	Mia Moilanen	020 8489 2658	mia.moilanen@haringey.gov.uk	Information and Needs Analyst

Organisation and address	Name	Contact tel.	email address	Post
Haringey Council Environmental Services 1st floor, 639 High Road Tottenham N17 8BD	Robin Payne	020 8489 5513	robin.payne@haringey.gov.uk	Assistant Director - Enforcement
Haringey Council Housing Services 13-27 Station Road Wood Green N22 6UW	Denise Gandy	020 8489 4237	denise.gandy@haringey.gov.uk	Head of Strategy & Performance
Haringey Council IT Services Floor 3rd Floor 225 High Road River Park House Wood Green N22 8HQ	James Harding	020 8489 3112	James.harding@haringey.gov.uk	Quality Assurance & Data Officer
Haringey Council Parking Services 44 Finsbury Road Wood Green N22 8PD	Paul Cox	020 8489 2153	paul.a.cox@haringey.gov.uk	Parking Operations Manager
Haringey Council Social Services 9th floor, White Hart Lane Unit 5 St Georges Estate Wood Green N22 5QL	Gary Jefferson	020 8489 1383	gary.jefferson@haringey.gov.uk	Head of Service - Learning Difficulties
Haringey Council Youth Offending Service Civic Centre High Road Wood Green N22 8LE	Vinnett Percy	020 8489 1124	vinnett.percy@haringey.gov.uk	Operations Manager
Haringey Teaching Primary Care Trust B1 Trust Headquarters St Ann's Road London N15 3TH	Dilo Lalande	0208 442 6874	dilo.lalande@haringey.nhs.uk	Assistant Director - Governance

Organisation and address	Name	Contact tel.	email address	Post
HM Revenue & Customs Waterloo International Terminal Waterloo London SE1 7LT	Paul Stephenson	0800 595 000	paul.stephenson@hmrc.gsi.gov.uk	
Homes for Haringey 6 th floor, River Park House 225 Wood Green High Road London N22 8HQ	Jackie Thomas	020 8489 3800	Jackie.thomas@homesforharingey.org	Director of Housing Management
Hornsey Housing Trust 62 Mayfield Road London N8 9LP	Idiong Ekpo	020 8340 6374	idionge@hornseyht.co.uk	Housing Manager
Innisfree Housing Association 190 Iverson Road London NW6 2HL	Lee Daly	020 7692 1244	lee@innisfree.org.uk	Head of Housing
Kelsey Housing Association Kelsey House 2 Perry Hall Road Orpington Kent BR6 0JJ	Claire Fry (Tracy Pearce)	01689 791 315 (01689 791 293)	Claire.fry@dominionhg.co.uk Tracy.pearce@dominionhg.co.uk	Area Manager (Housing Officer)
Ladybur Housing Co-operative Ltd Burbridge Way London N17 9GY	David Meade	020 8801 6700	ladybur@aol.com	Chief Executive
London & Quadrant Housing Trust 1st floor, St George's Chamber 23 South Mall Edmonton N9 0TS	John Joannou	020 8887 6077	jjoannou@lqgroup.org.uk	Manager

Organisation and address	Name	Contact tel.	email address	Post
London Fire Brigade Tottenham Fire Station 49 St Loys Road Tottenham N17 6UE	John Brown	020 8885 2274	john.brown@london-fire.gov.uk	Borough Command r
London Probation Service Telfer House Highgate N6 4QJ	Joseph Rambarath	020 8341 9060	joseph.rambarath@london.probaton.gsx.gov.uk	Senior Probation Officer
Metropolitan Housing Partnership Alexander Place Lower Park Road New Southgate London N11 1QD	Scott Black PA Sonia Carlisle	020 8976 1020 020 8976 1021	scott.black@mht.co.uk	Assistant Director - Housing Services
Metropolitan Police Service The Correspondence Unit Tottenham Police Station 398 High Road London N17 9JA	Kyri Pitsillides	020 8345 0719	YRMailbox-.ISPrequests@met.police.uk Hard copy to: The Correspondence Unit Tottenham Police Station 398 High Road London N17 9JA	Information Manager
Mosaic Homes 4th floor, River Park House 225 High Road London N22 8LN	Jenny McLean	020 8826 4949	jenny.mclean@mosaichomes.co.uk	Tenancy Service Manager
Newlon Housing Trust 204 Hoxton Street London N1 5LH	Christine Williams	020 7613 8060	christine.williams@newlon.org.uk	Team Leader
Novas Group 73-81 Southwark Bridge Road London SE1 0ND	John Norley	07739 590 776	john.norley@novas.org	Head of Housing & Support

Organisation and address	Name	Contact tel.	email address	Post
Patchwork Housing Association 7 Willoughby Road Turnpike Lane N8 0HR	Katina Lytra	020 8347 2335	katinal@patchwork.org.uk	Support Services Team Manager (Haringey & Enfield)
Peabody Trust Housing Association 45 Westminster Bridge Road London SE1 7JB	Lisa Spall Mel Matthews	020 7021 4603 or 4281	lisa_spall@peabody.org.uk mel.matthews@peabody.org.uk	Community Safety Officer
Presentation Housing 47-49 Durham Street Vauxhall SE11 5JA	Darren Ziants	020 7091 9452	darren.ziants@presentation-sia.org.uk	Tenancy Services Manager
St Mungo's Housing Association 2nd floor, Griffin House 161 Hammersmith Road London W6 8BS	Miles Davis	020 8762 5681	milesd@mungos.org	Area Manager
Sanctuary Housing Association London Regional Office Sanctuary House Lymington Avenue 88-96 High Road London N22 6HE	Sharon Standell	020 8826 1606	sharonst@sanctuary-housing.co.uk	Regional Director
Servite Houses 2 Bridge Avenue London W6 9JP	Mary Langston Colin Lydon	020 8704 4262 020 8704 4257	mlangston@servitehouses.org.uk clydon@servitehouses.org.uk	Team Leader North ASB Manager
Shian Housing Association 76 Mare Street London E8 3SG	Leslie Laniyan	020 8985 7120	Glaniyan@shian.org.uk	Managing Director

Organisation and address	Name	Contact tel.	email address	Post
Teachers Housing Association Rugby Chambers London WC1N 3QU	Gill Green	020 7440 9440	ggreen@teachershousing.org.uk	Housing Services Director
Ujima Housing Group Ujima House 388 High Road Wembley Middx HA9 6AR	Asif Choudri	020 8733 0765	Asif.Choudri@ujima.org.uk	Director Customer Services
Victim Support Haringey 24-26 Commerce Road London N22 8ED	Debbie Tibber	020 8888 9878	debbie.tibber@vsharingey.org.uk	Chief Executive

Appendix B
Information Exchange Forms



Crime, Disorder and Anti-Social Behaviour Information Sharing Protocol

The following information has been supplied in accordance to the Haringey Crime, Disorder & Anti-Social Behaviour Information Sharing Protocol.

The following provisions **MUST** be applied in accordance to the Protocol above:

- You should be fully aware of your responsibilities under the Protocol mentioned above, together with the Data Protection Act and Duty of Confidentiality.
- Information shared under the terms of this protocol must only be used for the purpose stated in the original request for information.
- Information cannot be passed to a third party for any purpose other than those mentioned in section 29(1) of the Data Protection Act 1998 (DPA), without obtaining consent from the disclosing organisation. If you do wish to pass the information onto a third party, you **MUST** first obtain consent from the disclosing organisation via the designated liaison officer.
- These forms **MUST** be stored in a lockable container when not in use, and a clear desk policy implemented.
- If the information is held electronically, these forms **MUST** be placed within a folder with a secure password and access restricted only to persons with a genuine 'need to know' the information.
- Once this information is no longer required, it **MUST** be returned to the designated liaison officer for destruction.



Crime, Disorder and Anti-Social Behaviour Information Sharing Protocol Request/Disclosure Form

Requesting Officer's Ref:	
Disclosing Officer's Ref:	

PART A – INFORMATION REQUESTED - (to be completed by requesting officer)

Information requested by:

Name:	
Position:	
Organisation/Department:	
Address:	
Contact phone number:	
Email address:	

Information requested:

Briefly describe the information required and the circumstance that have led to this request being made, including any names, addresses and dates of birth and state whether they are a victim, informant, witness or suspect.

Name:				
Address:				
DOB(ddmmyyyy):	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>			

Date information is required by (ddmmyyy):			
If urgent, please state reason:			

If a VIW ² , has consent been obtained and included at Part B of this form?	
If not a VIW or no consent has been obtained, is it in the public interest to disclose?	
Please state reason for public interest:	

Under which piece of legislation: (please tick)

Crime and Disorder Act	S115- Crime Reduction Strategy	<input type="checkbox"/>	S17 – Crime Reduction	<input type="checkbox"/>
	S1 – ASB	<input type="checkbox"/>	S2 – Sex Offender Orders	<input type="checkbox"/>
	S8 – Parenting Order	<input type="checkbox"/>	S11 – Child Safety Order	<input type="checkbox"/>

² Victim, Informant or Witness

	S15 – Local Curfew Orders	<input type="checkbox"/>	Ss28-33 – Racially Aggravated Crimes	<input type="checkbox"/>
Housing Act	S84 – application for possession order			<input type="checkbox"/>
Homelessness Act	S10 – application for re-housing			<input type="checkbox"/>
Other (please state)				<input type="checkbox"/>

Signature of requesting officer:		Date:			
----------------------------------	--	-------	--	--	--

PART B - INFORMATION DISCLOSED – (to be completed by disclosing officer)

Date request received:	
Disclosure Agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for declining request (if applicable):	

Information disclosed by:

Name:	
Position:	
Organisation:	
Department::	
Address:	
Contact phone number:	
Email address:	

Information disclosed to:

Name:	
Organisation/Department::	
Contact phone number:	

Delivery method (please mark as appropriate): Post Email Fax

Signature of disclosing officer: _____ Date supplied: _____

**Crime, Disorder and Anti-Social Behaviour Information Sharing Protocol
Consent Form**

Requesting Officer's Ref:	
Disclosing Officer's Ref:	

Please provide the relevant information below:

I give:	
consent to disclose to:	

Information to which this consent applies:

My personal data and any relevant information, for the purposes of:

Name:			
Address:			
DOB (ddmmyyyy):			

Signature:			
Date (ddmmyyyy):			

Witnessed by requesting officer:

Name:			
Position:			
Signature:			
Date (ddmmyyyy):			

Appendix C

Depersonalised Information Indices

Police:

- MPS crime statistics;
- Local crime information (CRIS data);
- Calls for police assistance (CAD data).

Local Authorities (and registered social landlords as appropriate):

- Criminal damage and graffiti removal;
- Derelict and empty property;
- Emergency out of hours calls;
- Nuisance families and resident complaints;
- Racial, homophobic and domestic violence incidents and other forms of hate crimes;
- Re-housed homeless, victims, offenders;
- Turnover of tenants;
- Vandalism to estate lighting;
- All night cafes;
- Alcohol and entertainment licences;
- Noise levels and nuisance neighbours;
- Elderly resident locations;
- Families on benefit;
- Vulnerable persons;
- Children involved in crime;
- People undertaking drug and substance misuse treatment;
- Population data and property values;
- Leisure, youth and playground facilities;
- School exclusions.

Health:

- Accident and Emergency admissions;
- Registered alcoholics and drug users;
- Vulnerable persons;
- Ambulance control and dispatch calls;
- Mentally disordered people;
- Substance misuse.

Probation:

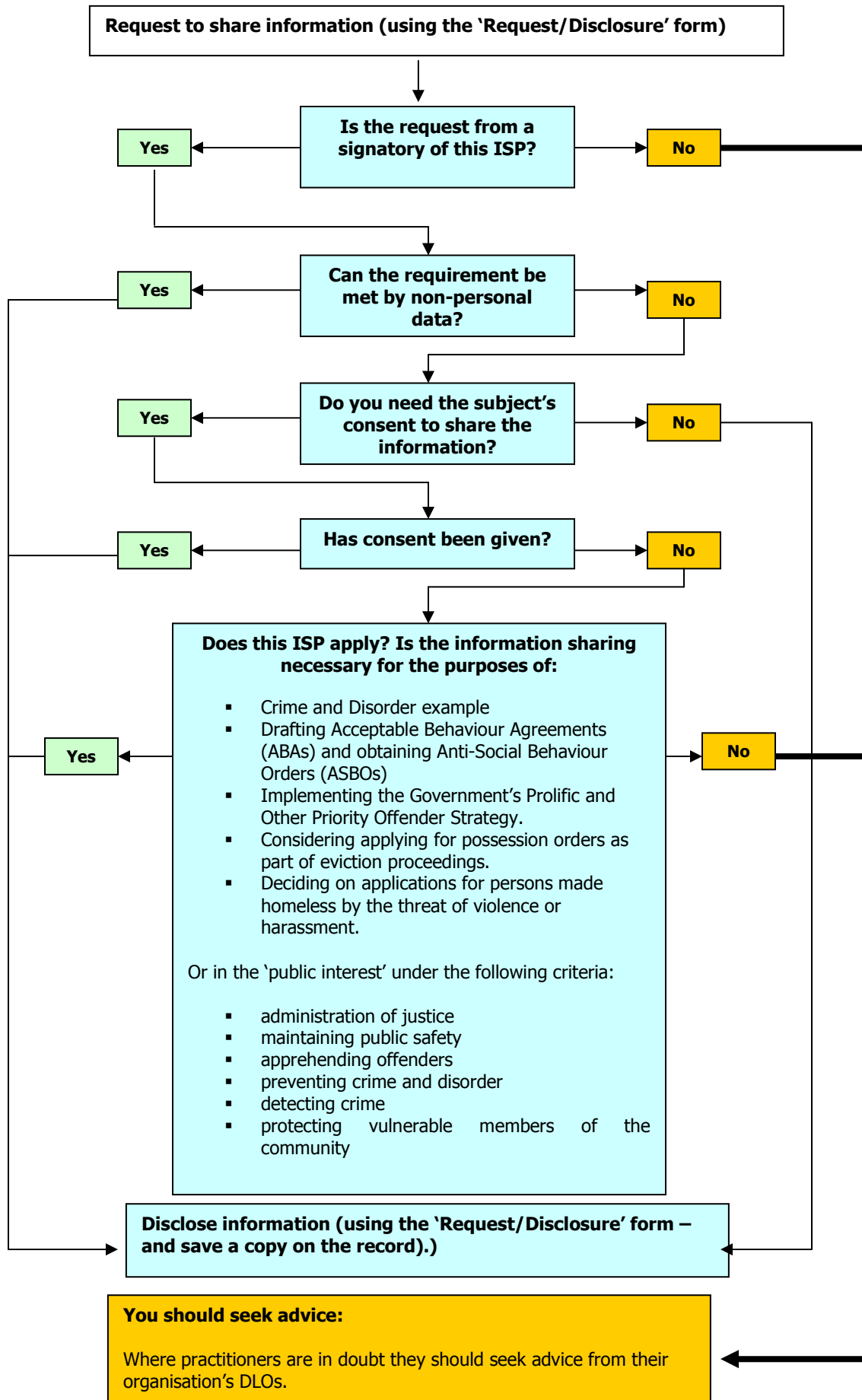
- Offender profiles;
- Children at risk.

London Fire Brigade:

- Fires;
- Any duty under the Fire and Rescue Services Act 2004.

Appendix D
Flowchart Summary

Flowchart of key principles for sharing information under this ISP



Appendix E

Additional legislation relating to this ISP

Data Protection Act 1998

(Noting Part 4, Section 29 – Exemptions – Crime and Taxation)

For more information see:

http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

Housing Act 1985

Housing Act 1996

Human Rights Act 1998

Common law duty of confidence

Rehabilitation and Offenders Act 1974

For more information see:

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1974/cukpga_19740053_en_1

Criminal Procedures and Investigations Act 1996

This Act requires the police to record in durable form any information that is relevant to an investigation. The information must be disclosed to the Crown Prosecution Service, who must in turn disclose it to the defence if it might undermine the prosecution case. In cases where the information is deemed to be of a sensitive nature the CPS can apply to a judge or magistrate for a ruling as to whether it should be disclosed.

For more information see:

http://www.legislation.gov.uk/acts/acts1996/ukpga_19960025_en_1

Crime and Disorder Act 1998

Part 4 Chapter 2 Section 115, states that anyone can disclose information to the police, local authority, health authority or persons acting on their behalf, where disclosure is necessary or expedient for the purposes of reducing crime and disorder in their. The use of Section 115 must be considered on a case by case basis, and must still be compliant with the principles of the DPA 1998. Disclosure between partner organizations requires that the legal restrictions as outlined in this Crime and Disorder IISP are followed.

For more information see: http://www.opsi.gov.uk/acts/acts1998/ukpga_19980037_en_1

Youth Justice and Criminal Evidence Act 1999

This Act gives the police and the courts the ability to offer 'Special Measures' to vulnerable victims and witnesses of crimes. The act fundamentally affects the way in which evidence is gathered and presented in court in respect of children and other vulnerable groups.

Special Measures: Other 'Special Measures' provisions include:

- Video recorded evidence
- Evidence presented in court by live link
- Evidence in private
- Screening witness from the accused
- Removal of wigs and gowns
- Aides to communication
- Support from an intermediary.

For more information see: http://www.opsi.gov.uk/Acts/acts1999/ukpga_19990023_en_1

Immigration and Asylum Act 1999

Part 1 Sections 20 and 21 provides for a range of information sharing 'to' and 'by' the Secretary of State:

- to undertake the administration of immigration controls to detect or prevent criminal offences under the Immigration Act;

For more information see: http://www.opsi.gov.uk/acts/acts1999/ukpga_19990033_en_1

Criminal Justice and Court Services Act 2000

Part 3 Chapter 2 Section 67, establishes multi-agency arrangements for the assessing and managing the risk posed within their areas by sexual and violent offenders and other offenders considered to be potentially dangerous.

For more information see: http://www.opsi.gov.uk/Acts/acts2000/ukpga_20000043_en_1

Regulation of Investigatory Powers Act (RIPA) 2000

The Regulation of Investigatory Powers Act 2000 primarily deals with the acquisition and disclosure of information relating to the interception of communications, the carrying out of surveillance and the use of covert human intelligence. It is unlikely that this Act will have any implications on the sharing of personal information.

For more information see: http://www.opsi.gov.uk/acts/acts2000/ukpga_20000023_en_1

Anti Social Behaviour Act 2003

For more information see: http://www.opsi.gov.uk/acts/acts2003/ukpga_20030038_en_1

Criminal Justice Act 2003

Part 13 Section 325, of this Act details the arrangements for assessing risk posed by different offenders. Co-operation may include the exchange of information.

For more information see: http://www.opsi.gov.uk/acts/acts2003/ukpga_20030044_en_1

Prevention of Terrorism Act 2005

For more information see: http://www.opsi.gov.uk/acts/acts2005/ukpga_20050002_en_1

Crime and Disorder Regulations 2007

These regulations describe the nature of information to be shared between relevant authorities within each local government area under the new duty to share depersonalised electronic information.

For more information see: http://www.opsi.gov.uk/si/si2007/uksi_20071831_en_1

Subject Access Exemptions

The following is a list of exemptions that may apply to data held by Haringey Council

- Where to provide the subject with access to the data would disclose information about another individual, who can be identified from that information, we are not obliged to provide that information to the requestor without the third party's consent unless it is reasonable in all the circumstances to comply with the request without the consent of the individual (Section7(4)).
- Adoption records and reports
- Social services or health Information supplied to a court in relation to children's proceedings.
- Social services information where providing the information would be likely to prejudice the carrying out of social work by causing serious harm to the physical or mental health or condition of the data subject or another person.
- Records concerning the physical/mental health/condition of the data subject where to provide the information would be likely to cause serious harm to the physical/mental health/condition of the data subject or any other person. It is for the health professional that is responsible for the care of the data subject to determine whether serious harm would be likely to be caused, unless the data subject has already seen or knows about the information.
- Social services or health information where the request was made on behalf of a child or someone who isn't capable of managing their own affairs and where the person provided it in the expectation that it would not be provided to the requestor or the person expressly indicated it should not be disclosed to that person.
- Where to provide the information would prejudice any of the following: the prevention or detection of crime; the apprehension or prosecution of offenders; or the assessment or collection of any tax or duty. (s.29 DPA)
- Information that we are obliged to make public (such as the electoral register). (s32 DPA)
- Employment references given by the council. (Schedule 7 (1) DPA)
- Information held for the purposes of management forecasting or planning, where to provide the information would prejudice the business or other activity of the data controller (Schedule 7 (5) DPA)
- Records of the intentions of the organisation in relation to any negotiations with the data subject. (Schedule 7 (5) DPA)
- Information that is legally privileged. (Schedule 7 (10) DPA)

Appendix F

Prosecuting Procedures Protocol

Joint Agency Protocol

Anti-Social Behaviour Orders (S1(c) Crime and Disorder Act) and Breaches of Anti-Social Behaviour Orders.

This Protocol is intended to guide the signatories, in order for applications to be made before criminal courts under S1(c) Crime and Disorder Act 1998. It is issued in conjunction with the Crown Prosecution Service (CPS) Guidance on Anti-Social Behaviour Orders (ASBOs) issued April 2004. Although the CPS will take primacy in the prosecution, it is acknowledged that other agencies will have an interest in the supporting evidence supplied, and in the enforcement of any orders that result. The Protocol also covers cases where any ASBO has been breached.

The Protocol covers the offences committed within the geographical region of the London Borough of Haringey.

The signatories are:

Metropolitan Police.....(Borough Commander)
Crown Prosecution Service.....(Borough Crown Prosecutor)
Crown Prosecution Service.....(District Crown Prosecutor)
London Borough of Haringey.....(Borough Solicitor)

Background

Purpose of Protocol

To ensure that applications for S1(c) ASBOs are made and enforced in appropriate cases.

To reduce the level of Anti-Social Behaviour (ASB) in the London Borough of Haringey and increase public confidence in the criminal justice system.

Nothing in this agreement affects the existing liaison and consultation framework concerning applications for “stand alone” ASBOs made under S1 Crime and Disorder Act. However, it is acknowledged that the CPS will have an interest in such orders, both in terms of offering supporting evidence emanating from previous court proceedings and in respect of their statutory duty to prosecute any breach offence initiated by arrest. The use of S1(c) orders is intended to complement procedures dealing with “stand alone” orders.

Liaison and Consultation

All requests for orders on conviction will be dealt with under this procedure.

Officers will not approach prosecutors or the Court direct, to seek such orders. An officer has no right of audience to make the application and any application made by the CPS is subject to the Code for Crown Prosecutors and should be reviewed before the relevant Court date.

Personnel

Each agency will nominate a lead officer in the field of ASB. This individual should be familiar with the practice and procedure of ASBOs.

In the case of the CPS one lawyer will be nominated for each Team; that lawyer will be trained in the theory and practice of ASBOs. All permanent Duty Prosecutors in Charge Centres will also be trained to the same standard. The Unit ASBO lawyer will be a first point of contact within the CPS for outside agencies wishing to discuss ASBO cases, and will offer guidance and advice to

colleagues on such cases. He or she is NOT expected to act as the reviewing lawyer in all cases where an ASBO is under consideration.

For a list of current Police and CPS Liaison see the end of this Appendix.

Case Review

Assessing a case for suitability for an ASBO

Any consideration of a potential S1(c) application must be made internally before inter-agency liaison is commenced.

An arresting officer or Officer In Charge (OIC) who feels that his defendant may be suitable for a Post-Conviction ASBO should initially raise the matter with his CJU QA / CPU Sergeant, who, if he concurs that an application is appropriate, will then contact the CPS Duty Prosecutor or Unit ASBO lawyer.

If the CJU QA / CPU Sergeant approves an application an MG13 Application Notice (including suggested Prohibitions), together with any additional evidence (over and above the evidence which supports the suggested Charge) should be prepared and sent to the Duty Prosecutor with the MG13.

The Duty prosecutor should then make an early assessment of the circumstances of the case, including the additional evidence and consider if an ASBO should be applied for, and, if so, what Prohibitions should be sought, taking into account the police submissions on the MG13.

Short-Form Assessment Procedure (Custody Cases only)

It is recognised that if a prisoner is in Custody awaiting charge and is not to be granted bail prior to his first Court appearance, it may not be possible to present the full package of additional evidence to the Duty Prosecutor at or before point of charge. In such cases the following threshold test should apply.

The arresting officers / OIC should still consult the CJU QA / CPU Sergeants, and if they consider the case to be appropriate it may go forward to the Duty Prosecutor with an MG13 only. In such cases the MG13 must be endorsed by the CJU QA / CPU sergeant as suitable for this expedited procedure. It will then be open to the Duty Prosecutor to review the necessity for the application. If the need for an application is accepted, the usual form NFR/1 to Court and Defence may be prepared and served in the normal way, amended to state that further evidence will follow.

If a case is accepted via this procedure, the OIC / CJU QA / CPU Sergeant will supply the relevant additional evidence to the CPS within seven days. This time period may not be extended – if the evidence is not available within this timescale, the case would be more appropriately dealt with by way of a “stand alone” ASBO.

If in such a case the defendant indicates a Guilty plea to the substantive charge at the first Court appearance, The CPS will actively seek an adjournment of the sentencing hearing to allow the preparation of the relevant package of evidence to support the ASBO application. The OIC and Prosecutor should be in a position to give the Court an accurate time estimate for a contested application.

It must be emphasised that this procedure applies ONLY to cases where the suspect is not suitable for bail. If the subject is suitable for bail, and the full evidential package is not available, he should be bailed to return to the police station for charge to allow preparation of the ASBO application prior to charge.

Late Consideration of Application

It is accepted that information may come to light in the investigation and preparation of any criminal case, which is not apparent at point of charge, which may lead to that case being considered an appropriate vehicle for a S1(c) application. In such a situation, the CJU QA / CPU Sergeant should seek early consultation with the Unit ASBO Lawyer.

All proposed applications will be considered on their merits. However, the further the case has progressed the less likely it will be that a S1(c) application will be considered suitable. It is hard to imagine any set of circumstances where an application would become appropriate after the substantive charge has been proved.

The best practice remains that an application is considered at point of charge.

It must be emphasised that no case will be considered for an ASBO unless an MG13 has been provided.

The Assessment Tests

There must be current or pending criminal proceedings for a relevant offence for there to be jurisdiction to apply for a S1(c) order. If at any point the criminal proceedings are withdrawn, dismissed, or the accused is acquitted, the jurisdiction for S1(c) is lost.

If there is an urgent need to protect the community, it may be more appropriate that the S1 method be followed with an interim application being made, either notice or ex-parte (S1(d)).

It will be Borough Policy that in all cases where the charge is burglary, robbery or drug supply or where the offender is a Prolific and Priority Offender (PPO), there will be a presumption that an application is made unless there are substantial mitigating circumstances.

Where an ASBO is sought against a young person aged 16 or under, unless there has been a consultation with the Youth Offending Service, the "stand alone" ASBO procedure is in principle more appropriate. This is because the "stand alone" process has in-built requirements to enable consultation with other agencies such as Education and Social Services, who may have statutory duties to intervene and carry out assessments to address the behaviour in different ways. It may also result in more appropriate ways of addressing the behaviour than resort to a court order in suitable cases. That is not to say that post conviction applications will not be considered for such offenders, but a high degree of inter-agency consultation will need to be evidenced for such cases to be taken forward.

Broadly speaking, if wide prohibitions are sought, covering a variety of behaviour that is not easily identifiable from the conviction history alone, the appropriate course of action is that the Local Authority or Police Solicitors apply for a stand alone ASBO under section 1 of the Crime and Disorder Act 1998. In those applications, evidence of the defendant's behaviour can be introduced whether the same resulted in criminal convictions or not, provided that the behaviour is recent and relevant to the ASBO sought. Such "stand alone" applications would be preferable if the application will involve a large amount of evidence from Local Authority officers and expert witnesses, and the subject's criminal history is negligible.

However if an ASBO target is someone who regularly offends, and the facts and record of their offending will be the main basis for an application for an ASBO, then the matter would of course be best handled by the CPS as a S1(c) application.

At the end of the consideration process, the CPS should have reached a decision about the appropriate method of application, based on the protocol document. Prosecutors are encouraged to identify appropriate cases and to invite police to provide further evidence to support an application. Ultimately, the decision whether to proceed with S1(c) remains with the CPS. Once a

decision as been made, it should be reported to the appropriate person in each relevant agency in accordance with agreed lines of communication.

Third Party Initiation

Any other agency which might wish the CPS to make an application for a S1(c) order must make a referral through the local Anti-Social Behaviour Action Team.

While the CPS is a willing participant in multi-agency working to address ASB, their ability to act depends on the existence of criminal charges against the perpetrator. The information flow to support such charges comes from the police.

Disagreement and Dispute Resolution

AS proficiency and expertise in the use of ASBOs spreads throughout the Metropolitan Police and the CPS, it is not anticipated that there will be many occasions when an agreement cannot be reached as to whether or not an application should be made for an order. It is expected that CPS ASBO lawyers and Duty Prosecutors will develop good working relationships with CJU QA / CPU Sergeants.

However in the event of intractable disagreement, the case in question should be referred to the ASB prosecutor for London at Ludgate Hill, who will make the final decision. This must be a decision reached by the CPS, as it the statutory responsibility of the CPS to seek orders on conviction, and not that of the police.

In cases where the CPS does not accept that a S1(c) application is appropriate, the case may be referred to Metropolitan Police solicitors to consider a "stand alone" ASBO. The Duty Prosecutor should also endorse the MG13 with his reasons for rejecting the application to assist such future consideration.

Actions when an Application is Agreed

Documents to be prepared: Application Notice to Court and Defendant

Draft Order

If the Duty Prosecutor, or any other reviewing lawyer, agrees that an application should be made, he should prepare copies of the draft order, which should be attached to the case file. He should also prepare an Application Notice, which should list any additional evidence to be relied upon. This document will contain a Hearsay Notice.

With the approval of the CPS Borough ASBO Lawyer, Draft Orders may be prepared and submitted by CJU QA / CPU Sergeants.

Evidential Preparation

The OIC will prepare an MG13 outlining the behaviour underlying the application, any maps and PNC print, detailed antecedents in accordance with Association of Chief Police Officers (ACPO) Guidance. The MG13 will also record that the officer has checked with the Local Authority (ASBAT) records or representative to determine whether any proceedings are current or imminent for a "stand alone" ASBO.

These documents should be kept together under separate cover on the prosecution file to ensure that the prosecutor does not refer to them as part of the prosecution case concerning the substantive charge.

What Prohibitions Should an Order Contain?

ACPO Guidance states that the order:

- Only imposes prohibitions and not positive requirements
- Covers the range of anti-social acts committed by the defendant
- Relates to the acts complained on
- Is realistic, reasonable and proportionate
- Is clear, concise and easy to understand
- Is specific about time and place
- Is specific when referring to exclusion from an area, include street names and clear boundaries
(Always do this by reference to a map)
- Is in terms, which make it easy to determine and prove a breach
- SHOULD NOT CONFLICT WITH ANY OTHER Court orders

The CPS endorses this guidance.

The Prosecution Process

Principle

While the application is of course for a civil order ancillary to sentence, it should be conducted in a professional manner similar to the prosecution of the substantive offence.

Service of papers

The Crown Prosecution Service will serve upon the Court and the Defendant (or his legal representative) a copy of the Application Notice, including Hearsay Notice, a copy of the Draft Order, and the full evidential package at the same time as Advance Information is served for the substantive charge. In cases where the full service of these documents is not possible at this stage – see paragraphs 7 and 8 above – a basic Application Notice alone will be served and the CPS will undertake serve the outstanding documentation:

In cases where acceptable Guilty pleas have been entered, or in cases which will proceed to trial in the Magistrates Court, within eight days.

In cases which are committed to the Crown Court, no later than the date of PDH.

In cases sent to the Crown Court under S51 Crime and Disorder Act 1998, within twenty-eight days.

The same documents may also be served on the Probation Service once the defendant has been convicted; however in the case of Youth Offenders, the YOS should be served with copies at the first appearance.

Post Conviction Procedure

Upon the defendant's conviction for the substantive offence, the prosecutor will then draw the Court's attention to the Application Notice. If the defendant does not challenge the application or any evidence called to support it, the Court may proceed to consider the ASBO there and then.

However if the defendant contests any of the evidence, the prosecutor should then ask the Court to adjourn not only the ASBO application but also the entire sentencing exercise – as there is no power to remand a defendant to appear for the ASBO application. The prosecutor should be able to give the Court a realistic estimate of the duration of the contested hearing.

The Court will allow sufficient time for evidence adduced by both prosecution and defence to be heard, either on the date a requirement for a contested hearing is notified or on some future date.

Preparation for the Hearing

When a date is fixed the CPS lawyer dealing with the case in Court should ensure that the contested hearing is entered in the Unit Diary and that the case file is referred to the Unit ASBO lawyer. The CPS Unit Head must then ensure that a lawyer trained in ASBO work is available to conduct the application hearing. The case must be reviewed to ensure that all relevant applications have been made and that the evidence it is proposed to rely upon in the hearing has been served in advance on both defence and Court.

It should be made quite clear to the defence that as the ASBO is a civil order, the CPIA does not apply. Disclosure of evidence is a voluntary exercise by the CPS which is undertaken as good practice to ensure the smooth progress of the Application hearing.

Orders at the Court's volition

If the Court indicates it may wish to exercise powers to impose an Order under S1(c) in a case where the prosecution has not made an application, the CPS will seek a short adjournment so that the CJU QA / CPU Sergeant can be contacted to provide any information which may assist the Court in drafting Prohibitions.

Applications for S1(c) Orders in the Crown Court

At least 14 days prior to the hearing of the application the prosecution will provide the Court and the defence with a time estimate for the application.

At least 7 days prior to the hearing the defence will advise the Court and the prosecution whether or not the hearing is contested and whether or not the time estimate is agreed.

Where a defendant indicates that he will dispute the application, if necessary, the Crown Court will adjourn the sentencing hearing to allow evidence to be called by the prosecution or the defence.

The Court will serve the defendant and supply the CPS with a copy of the Order.

Where the Crown Court decides of its own volition to make an ASBO it will invite representations from the prosecution and defence.

Standing Consultation

Rationale and Representation

The CPS should be in regular contact with the ASBAT. There is no statutory requirement for the police or prosecution to consult with the Local Authority before a request is made for an order on conviction (S1E(1)). However, it is necessary to check police records and with the Local Authority that there is no existing ASBO on the defendant and that no such proceedings are being contemplated, before the defendant is put forward for an order on conviction.

However the constitution of such groups varies from area to area. The CPS representative should not be party to any discussion (indeed should not be present during any discussion), which may give rise to disclosure issues during criminal proceedings. In areas where detailed case histories are considered at ASBAT, it may be more appropriate for those groups simply to refer case files to the CPS for consideration after the full debate.

Identification and Prosecution of Breaches

The power to prosecute breaches lies with both the CPS and the original applicant for any “stand alone” ASBO. However the CPS has a statutory function under the Prosecution of Offenders Act to prosecute any breach charges arising out of an arrest.

While it would not be the intention of the CPS to remove from another agency its statutory powers, the presumption should be that breach offences are prosecuted by the CPS. It is the only prosecuting authority with representatives at every Court every day and therefore will be best placed to deal with any issues arising out of the non-attendance of defendants granted bail.

Should there arise a case where the Local Authority is in a position to put information before the Court more expeditiously or efficiently than the CPS, the authority to prosecute may be passed to them by the Borough Crown prosecutor.

The case file submitted to the Duty Prosecutor for consideration of charge must contain a copy of the original ASBO and any map, together with the statements needed to prove the breach. It should also contain, if available, details of the ASB leading up to the Order having been made. This might come in the form of a statement from the police or local authority.

Given that identification may be an issue, especially in the case of “stand alone” ASBOs, it will be good practice for the defendant to be interviewed as to whether he accepts himself to be subject to an ASBO.

*The Unit lawyer for the Wood Green Prosecution Unit CJU is Nana Owusuh
In the case of the London Borough of Haringey the nominated individual is Angela Tryfonos
In the case of the Metropolitan police, the nominated individual will be Sgts Pugh and Warboys*

Appendix G

Signatures

Name (officer/organisation)	Signature	Date
ARHAG Housing Association Ltd Name: Joyce Oyebanjo Title: Housing Operations Manager		
ASRA Greater London Housing Association Name: Lily Tripathi (on behalf of director)		
British Transport Police Name: David Dickason Title: Chief Inspector		
Cara Irish Housing Association Name: Dee McRedmond Title: Housing Team Manager		
Christian Action Housing Association Name: Ian Martin Title: Director of Housing and Community Services		
Circle 33 Housing Group Name: John McFarlane Title: Group Director of Customer Services		
Crown Prosecution Service Name: Sarah Maclaren Title: District Crown Prosecutor		
Family Housing Association Name: Jennie Anderson Title: Regional Housing Manager		
Family Housing Association Name: Jo Murphy Title: Group Director		
Genesis Housing Association Name: Peter Doherty Title: Head of Housing Services		
Great Ormond Street Hospital Name: Dr Jane Collins		

Title: Chief Executive		
Habinteg Housing Association Name: Verena Harbourne Title: Regional Operations Manager (South)		
Haringey Council Name: David Warwick Title: Chief Executive		
Haringey Council Name: Charles Adje Title: Leader		
HM Revenue and Customs Name: John Whyte Title: Regional Manager London		
Homes for Haringey Name: Stephen Clarke Title: Chief Executive		
Hornsey Housing Trust Name: Andrew Billany Title: Chief Executive		
Innisfree Housing Association Name: Clare Winstanley Title: Chief Executive		
Kelsey Housing Association Name: Andrew Fellows Title: Chief Executive		
Ladybur Housing Association Name: David Meade Title: Housing Manager		
London & Quadrant Housing Trust Name: Steve Yianni Title: Group Director North Thames Region		
London Fire Brigade Name: Martin Ranson Title: Borough Commander		

London Probation Service Name: Sean Walker Title: Assistant Chief Officer (Haringey)		
Metropolitan Housing Association Name: Neil Mawson Title: Director North Thames		
Metropolitan Police Service Name: Stephen Bloomfield Title: Borough Commander		
Mosaic Homes Name: Sandra Fawcett Title: Director of Housing Services		
Newlon Housing Trust Name: Sunita Parbhakar Title: Assistant Director		
NHS Haringey Name: Tracey Baldwin Title: Chief Executive		
Novas Group Name: Elizabeth Heaton Title: Dependency Worker		
Patchwork Housing Association Name: Katina Lytra Title: Support Services Team Manager		
Peabody Housing Trust Name: Leanne Donald-Whitney Title: Group Director North Thames Region		
Presentation Name: Joe Joseph Title: Group Director North Thames Region		
Sanctuary Housing Name: Rebecca Hopewell Title: Director		
Servite Houses		

Name: John Mensah Title: Regional Development Director		
Shian Housing Association Name: Oluremi Omokorede Title:		
St Mungos Name: David Devoy Title: Regional Director		
Teachers Housing Association Name: Jill Greer Title: Housing Services Manager		
Ujima Housing Group Name: Asif Choudri Title: Deputy Director of Housing		
Victim Support Name: Debbie Tibber Title: Acting Borough Manager		

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Haringey's Crime and Disorder Information Sharing Protocol (ISP) – Guidance for Practitioners

This document provides a high-level summary of the main provisions of Haringey's Crime and Disorder Information Sharing Protocol (ISP).

1. Why have an ISP?

An ISP is a signed agreement between two or more organisations relating to a specified information sharing activity. An ISP explains the terms under which the organisations have agreed to share information and the practical steps that need to be taken to ensure compliance with those terms.

This guide is aimed at practitioners, and summarises how information can be shared within the terms of Haringey's Crime and Disorder ISP.

2. What types of information sharing activities are covered by this ISP?

This ISP is an agreement between Partner Organisations specifically to facilitate and govern the sharing of information (including photographs) relating to the prevention, detection and reduction of Crime and Disorder.

Examples:

- Crime and Disorder – for example, the police gather information to inform their operations or to present as evidence in a prosecution.
- Drafting Acceptable Behaviour Contracts (ABCs) and obtaining Anti-Social Behaviour Orders (ASBOs).
- Implementing the Government's Prolific and Other Priority Offender Strategy.
- Considering applying for possession orders as part of eviction proceedings.
- Deciding on applications for persons made homeless by the threat of violence or harassment.

3. What agencies are parties to this ISP?

(Please see the organisations as listed in Section 2 of Haringey's Crime and Disorder Information Sharing Protocol.)

4. When can information be shared?

It is best practice to obtain consent from the individual before their information is shared. However, this is not always possible or consent is refused. Not obtaining consent, or the refusal of an individual to give their consent, must not be used as

a reason for not sharing information. It is legitimate and lawful for the organisations that are part of this protocol to share information where it is necessary for the activities as previously outlined in this guidance (see Section 2).

No details of victims, witnesses or complaints should be disclosed without their consent unless there is an overriding 'public interest' in disclosure. Public interest criteria includes:

- administration of justice
- maintaining public safety
- apprehending offenders
- preventing crime and disorder
- detecting crime
- protecting vulnerable members of the community

5. Limitations on extent of the information being shared?

The information exchanged should be limited to information that is necessary for the information sharing activities that have already been mentioned in this guidance (see Section 2). In addition, in the case of the Homelessness Act 2002 and the Housing Acts 1985 & 1996, the information should be limited to:

- a. A summary of all visits to the premises as a result of relevant complaints or otherwise;
- b. A summary of any relevant incidents witnessed by Partner Organisation representatives;
- c. Details of relevant criminal convictions.

6. How to request and disclosure information under this ISP

(Please refer to the flowchart at the back of this document).

Officers must make written requests to share information using the standardised information sharing forms that are part of the ISPs. These forms can be found at Appendix B of Haringey's Crime and Disorder ISP. The use and retention of these forms will provide evidence that the correct procedures have been followed. These forms must be transmitted in a secure way. *(For more information about data security, see Section 5.14 of Haringey's Crime and Disorder Information Sharing Protocol)*

The 'Request/Disclosure Form' should be submitted to the Partner Organisation's Designated Liaison Officer (DLO). A table showing the contact details of this ISP's DLOs can be found in at the Appendix of the ISP. The DLOs are the key contacts within their respective originations for managing this ISP.

If the officer requesting information needs to obtain the individual's consent to share (see Section 5.5 of the ISP), then they must use the 'Consent Form' which can also be found in Appendix the ISP.

A reply to the officer's request should be made within five working days. The request must be in writing and on the 'Request/Disclosure Form'. Officers must remember to keep on the record a copy of the 'Request/Disclosure Form' (the record of the decision to share), in line with service procedures.

N.B. Routine bulk exchanges of information, such as a monthly transfer of a dataset, do not need to be exchanged under the terms of this ISP.

7. Some things to think about before providing the information

- How much information it is relevant/necessary to share
- Is the information fact or opinion (it should be clear to the requester)
- Whether the information is going to the right person
- Transferring the information securely

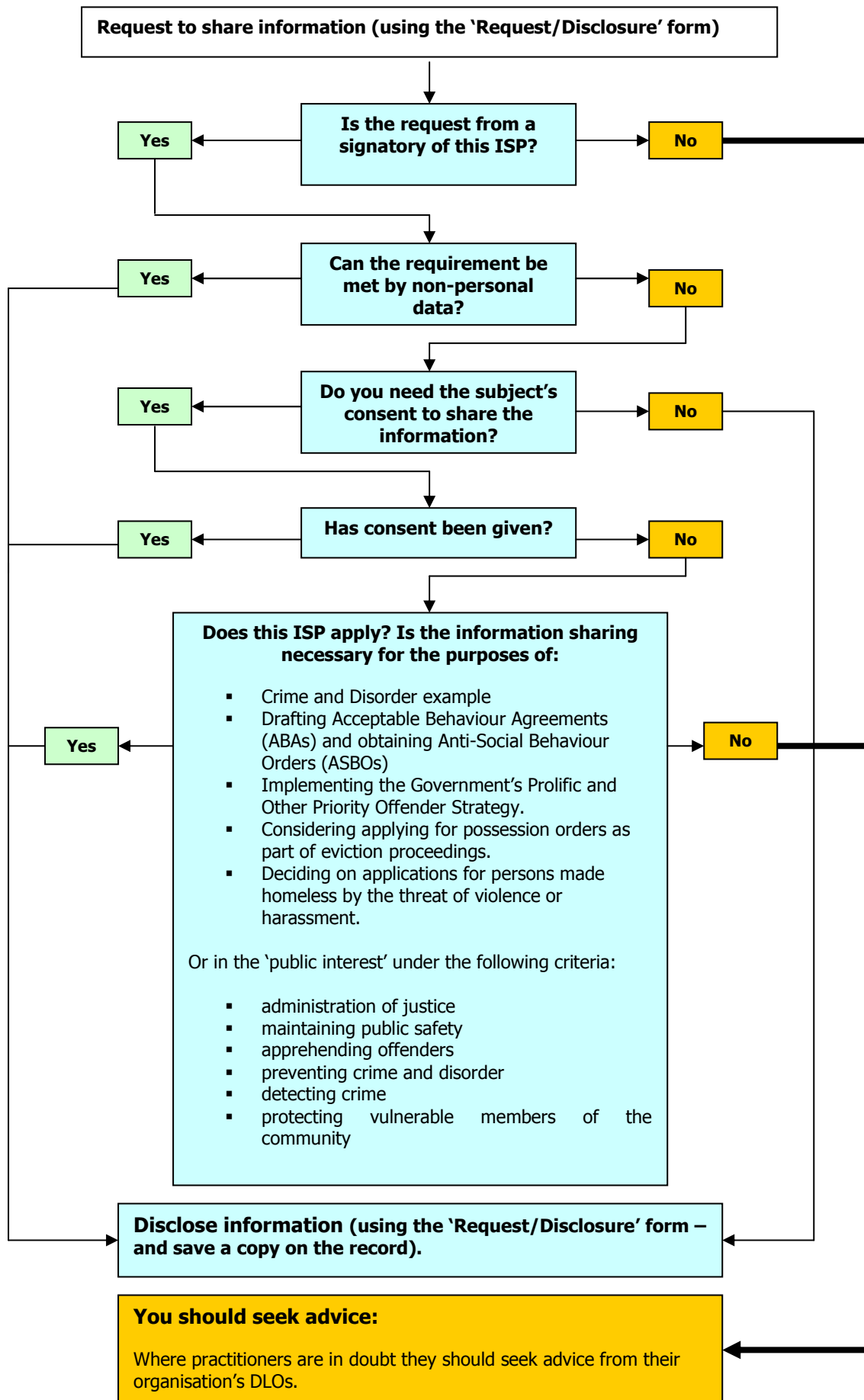
8. What to do if this ISP does not apply to your situation

ISPs are not required before personal information can be shared. The lack of an ISP must never be a reason for not sharing information that could help a practitioner deliver services.

9. Who to go to for more guidance on the operation of this ISP

Contact: Leo Kearse on 020 8489 1359, or
Feedback and Information Team on 020 8489 2517

10. Flowchart of key principles for sharing information under this ISP





Meeting: Safe Communities Executive Board

Date: 10 September 2009

Report Title: Multi Agency Flood Plan –Briefing Paper

Report of: Amanda Kilbey, Emergency Planning Officer

Purpose

Following the floods of the Summer 2007, DEFRA has required that Multi-Agency Flood Plans are prepared for all areas susceptible to flooding. This paper is to brief the Safer Communities Executive Board on the progress with this work.

Recommendations

To note the report.

For more information contact:

Name: Amanda Kibley
 Title: Emergency Planning Officer
 Tel: 020 8489 2394
 Email address: amanda.kibley@haringey.gov.uk

Background

Risks

- There are approximately 5,000 properties at risk from flooding from the River Lee and its tributaries.
- A further unquantified number of properties have some risk of surface water flooding from extreme rainfall.
- Tottenham is to some extent protected from flooding by the River Lee Relief Channel, which was constructed in the 1970s. Whilst this has served the borough well, it should not be considered to be complete protection against flooding.

Structure and content of the plan

The Multi-Agency Flood Plan supports the London Regional Flood Response Framework, which governs how widespread or severe flooding in London will be dealt with.

The Haringey Multi-Agency Flood Plan will set out how emergency services, the Council, NHS and other partners will work together to:

- Communicate warnings about flooding to the public
- Work to reduce the impact of flooding on properties
- Undertake search and rescue and evacuation operations
- Protect public health and rehabilitate the environment
- Work to support affected communities in recovering from the flood

The document is an operational plan, and will require agreement from all key statutory partners. Consultation is ongoing to ensure the plan reflects the actions that can realistically be committed to by all partners. The plan will be a public document, and the intention is that it will reassure the people of Haringey that the partnership is ready for what is a genuine risk.

Key points to note and for discussion:

- There may be only 4 hours from receipts of a Flood Warning message from the Environment Agency to the onset of dangerous flood conditions. Providing warnings to large numbers of people in a way that is timely will be challenging. It is concerning that the numbers of eligible residents who have signed up to the Flood Warnings Direct scheme from the Environment Agency is very low. It is hoped to encourage take up through ongoing partnership work in risk areas.
- The Council maintains a small number of sandbags. The Council will provide these on a best endeavours basis, but it is important to understand that it is unlikely in a severe flood that sandbags will be able to prevent damage to people's homes. Furthermore, it may be more important to use the stock of sandbags to protect strategic assets (power infrastructure for example) rather than people's homes.
- The role of an actively engaged and resilient community in preparing for emergencies should not be underestimated. The Emergency Planning and Business Continuity Team is interested in gathering views on the best approach to developing a pool of volunteers able to assist in the response to flooding by:
 - a. Door-knocking to communicate flood warnings.
 - b. Helping neighbours to evacuate safely.
 - c. Assisting with sandbagging people's homes.

For feedback, comments and copies of the draft Multi-Agency Flood Plan please contact Amanda Kilbey, Emergency Planning Officer.



Meeting: Safer Communities Executive Board

Date: 10 September 2009

Report Title: Update from Partnership Boards

Report of: Claire Kowalska, Community Safety Strategic Manager

Summary

This report outlines the key issues and developments from the main sub-boards which report to the SCEB in order to keep Board members abreast of this work.

Recommendations

For information only.

Financial/Legal Comments:

N/A.

For more information contact:

Name: Claire Kowalska
 Title: Community Safety Strategic Manager
 Tel: 0208 489 6949
 Email: claire.kowalska@haringey.gov.uk

1. Background

1.1 A number of sub-boards sit beneath the Safer Communities Executive Board and contribute to the achievement of key targets and strategic priorities. They tend to meet quarterly and monitor actions that are agreed at the beginning of each financial year. Action plans set out partnership activities designed to add value to the core business of partner agencies. Over the past year, most of the boards have adopted more of a problem-solving and outcome focused approach.

2. Other Violent Crime Board (domestic violence is reported below)

2.1. The latest Metropolitan Police Service weekly scorecard, 1st April- 2nd August 2009 shows an increase of 45% (55 incidents) compared to the same period last year for the category of Most Serious Violence.

Although similar (but less significant) increases in violent crimes have been experienced during this period in previous years, and other London boroughs are also experiencing an increase, this is a concern for the Partnership. Several suggestions have been made as to why this increase has been experienced: Excellent performance last year; a number of violent incidents at the beginning of this financial year and changes in counting rules.

2.2. Some of the key activities are detailed below:

- a) A joint bid with Enfield CDRP for Department for Health funding was successful. The funding will help to develop a minimum data set for information shared between the CDRP and North Middlesex A&E department. This data sharing agreement will help to improve understanding of the outcome of violent incidents and to build a realistic picture of violence in the borough. This protocol will also facilitate a comparative analysis of police and health service data relating to violent incidents.
- b) A gangs and youth violence problem solving group was established in April 2009. The OVCB provides strategic direction for this group. This group was set up in response to a number of violent incidents involving rival groups of young people.

The following responses are being implemented and assessed as part of this problem solving process:

- The Black Independent Advisory Group (BIAG) has co-ordinated two parent mediation sessions with parents of some of the rival gang members.
- An engagement project is being developed by members of the BIAG in response to this problem aimed at ringleaders of gangs across the borough. A project information form will be submitted to the Performance Management Group in August.
- A multi-disciplinary gangs team (made up of the Youth Inclusion Programme and the MPS Community Action Team) has been set up to:
 - identify and engage with relevant young people and young adults involved in the Grey Gang or Wood Green Mob
 - map referral pathways for gang members
 - develop a plan including short, medium and long term actions for each targeted individual
 - implement these plans
 - establish a system for sharing information relating to gang members across all relevant services
- Work is underway to expand this team on the basis of good practice from Hackney and Islington.

3. Acquisitive Crime Board

- 3.1 According to the Metropolitan Police Service (MPS) weekly scorecard, in this performance year to date (1st April to 2nd August 2009) the serious acquisitive crime rate has fallen by 3.4% compared to the same period last year.
- 3.2 In November 2008 the ACPB meeting focused on theft from motor vehicle crime and an intelligence-led targeted project was developed:
- c) Local primary school children in 14 schools in problem areas were invited to design anti-car crime posters. The intention of this project was to ensure that messages about car crime were delivered to residents (via their children) and to produce new publicity material.
 - d) Performance during 2008/9 for theft from a motor vehicle improved significantly. In September 2008 an increase of 11.4% was recorded, by the end of the financial year performance had been turned around to achieve a reduction of 6.1%. This was sustained in the first part of 2009.
 - e) Theft from a motor vehicle fell more significantly in a 100 metre zone around the schools that took part in the poster competition.
- 3.3 A burglary sub-group of the ACPB was set up in June 2009. Analysis was produced for the sub-group identifying 'gold, silver and bronze' areas in the borough; where 'gold' areas are those which have the highest rate of burglary compared to the borough average. The analysis has been used to develop bespoke interventions for each type of area. The following interventions will be delivered:
- f) Met Care and Repair target hardening - this project was piloted in three key burglary hotspot areas in 2008/9. The pilot was independently evaluated and was shown to be effective.
 - g) Programmed patrolling – this includes warrant searches and arrests, targeting of known burglars by Safer Neighbourhood Teams and visits to near repeat properties (five doors either side of a burglary victim).
 - h) Publicity and communications campaign.

Regular analysis of impact and trends will be carried out as part of the 'gold, silver, bronze' action plan to identify any changes in offending behaviour which may have an impact on the success of this work. This will also be used to produce a process and impact evaluation of the interventions.

- 3.4 There will be renewed interest in monitoring and responding to changes in personal robbery in the second half of the year to ensure delivery of the stretch target

4. Youth Offending Partnership Board

- 4.1 The last Board meeting was held on 2/7/09. The performance for the YOS during 2008/09 was discussed and congratulations sent to the Team for very good performance during last year, with almost all targets being achieved.

Concern was expressed that the Area Based Grant (ABG) funding, which comes via the Children's Trust, has only been agreed for 6 months in 2009/10. Although it is expected that this will continue due to the statutory nature of the YOS services provided, this decision is still being awaited.

4.2 Developments

- The Knife Possession Prevention Project has been evaluated by an independent organisation; the report is not yet available. Meanwhile, the group continues to run and comprises the Offending Behaviour, Weapons awareness and Victim Awareness groups.
- The Triage project (to prevent young people entering the criminal justice system), funded under Youth Crime Action Programme started on 1st June and a good start was reported with 20 referrals in the first month and a 50% success rate.
- The Somali Youth Engagement work (funded via Preventing Violent Extremism) is being progressed and the project has been extended to September 2010.
- A Turkish speaking worker (due to the rise in the number of Turkish youths coming to our attention over the past years) is being recruited via the Migrant Impact Fund.
- The scaled approach and Youth Rehabilitation Order will be introduced in November this year and briefings and training are being provided to a range of staff and partner agencies.
- The YOS is working closely with Children and Young People's Service (CYPS) to set up the Think Family Project which comprises the crime prevention Family Intervention Project (YOS) and the Parenting Early Intervention Project (CYPS). The project is funded by DCSF until March 2011.

5. Drug and Alcohol Action Board

- 5.1 The Drug & Alcohol Partnership Board is responsible for co-ordinating activity to tackle drug and alcohol related harms and is specifically responsible for delivering targets NI39, NI40 and NI38 in partnership with the CST and Probation. Good progress is being made against the Alcohol Strategy Action Plan, The Adult Drug Treatment Plan and the Young Person Substance Misuse Plan.
- 5.2 **Alcohol:** The latest provisional figures for the NI39, reducing the increasing trend of alcohol related hospital admissions, are available for the first three quarters of 08-09. There were 1219 admissions in Q1-3. Combined with the local estimate of 407 for the quarter 4, this brings the full 2008-9 figure to an estimated 1626. This means we are unlikely to meet the target of 1579 for 2008-9. It should be noted however that outcomes from the new investment and the local actions are likely to be seen long term as a large number of admissions are a result of long term drinking.

- 5.3 There is £100k new investment from the Area Based Grant for 2009/10 and further £60k from the Primary Care Trust. The Drug and Alcohol Action Team was also successful in the application for the migrant impact funds (MIF) and have set up a steering group to both research and set in place a strategy to deal with street drinking with a particular focus on migrants.
- 5.4 Local analysis has shown that the main causes for alcohol related hospital admissions are mental and behavioural disorders and cardiovascular disease. Accordingly we have put the following in place:
- Extension of alcohol brief interventions at A&E and on the wards of North Middlesex Hospital
 - Commissioning of new detoxification places for people with alcohol related complex needs
 - Commissioning of new peripatetic detox nurse
 - Enhancement of an existing service (COSMIC) meeting the needs of children and families affected by substance misuse
 - Following a detailed hospital admissions analysis a targeted social marketing campaign will be implemented
 - NHS Haringey are looking at the possibilities for introducing a directed enhanced service (DES) to screen for alcohol use by GPs
 - NHS Haringey is completing an Alcohol Needs Assessment which will inform any further commissioning
 - Local campaign during the Alcohol Awareness Week (19-25th October) will focus on children & young people and binge drinking
 - The revised Business Case for further investment into the Alcohol Strategy will be going to the Investment Panel of the PCT for a second time at the end of August. If successful these monies will facilitate the setting up of a Local Enhanced Service (LES) for alcohol in Primary Care.
- 5.5 **Adult Drug Treatment:** From April 2009 a new inpatient detoxification facility will be operational, covering Haringey, Enfield, Hertfordshire and Barnet. The Provider is Equinox an organisation with a track record in delivering Tier 4 services to people with substance use problems. The location is still to be established.

Haringey has continued its strong performance with 12% growth in the number of problematic drug misusers (PDUs) in effective treatment (NI40), exceeding the 8% target for the LAA and Vital Signs.

Haringey DAAT is on track with the objectives and actions outlined in the treatment plan for 2009-11, for example:

- The tender for the offender management scheme which incorporates DIP and PPO closed for tender on the 19th August. Evaluation will take place in September and the subsequent report will go to the Procurement Committee on the 24th of November.
- Extension to the contract of Eban is going through agenda clearing on the 27th August 2009
- Developing support services for carers (family and friends of clients in drug and alcohol treatment) and facilitating carer involvement in the planning, commissioning and review of treatment services, is well under way.
- DAAT has established good links with the Job Centre Plus and Supporting People, facilitating joint working with treatment agencies. This will help towards improving outcomes from treatment.

5.6 Young Peoples' Substance Misuse Plan

- A Young People's Substance Misuse Commissioner (YPSMC) was appointed April 2009, the strategic lead is now in place.
- Links with Children's Trust have improved and been strengthened by senior representation on Commissioning and Task Groups and the move of YPSMCG to Children and Families in Sept 2009.
- Young People's Substance Misuse Commissioning Group strengthened by appointment of Eleanor Brazil, Deputy Director Children and Families as Chair.
- Young People's Substance Misuse Task Group set up to monitor performance, ensure good practice and give expert advice on needs' assessment.
- Better links being established between commissioned services and targeted and universal services for young people and improved joint working with the Youth Service.
- Full needs' assessment of treatment for young substance misusers is being undertaken to identify effectiveness of commissioned services and gaps in treatment services. The needs' assessment will be completed by the end of October 2009.

6. Domestic Violence Partnership Board

- 6.1 The Board is responsible for monitoring the progress of the 2nd Haringey Domestic and Gender Based Violence Strategy action plan. This includes actions to combat Trafficking, Rape, Forced Marriage and Female Genital Mutilation. Local crime statistical reports are showing that that the majority of violent crimes, where alcohol was a factor, were attributable to DV.

Developments:

- **Independent Domestic Violence Advocates (IDVAs)** We have successfully bid to the MoJ to continue some of the IDVA services in Haringey. MPS and Haringey Council are also funding the IDVA service using additional funding we receive for having DV stretch performance targets. We will be bidding for more funding for IDVAs in future years.
- **Drive Out DV Bus/Peace Week** We will again run our Drive Out DV bus in peace week Tuesday Sept 22nd. This initiative has now been copied by the Home Office who have had a nation wide Drive Out DV bus tour.
- **Multi Agency Risk Assessment Conference (MARAC)** The MARAC is working well and is managing an increasing caseload.
- **Perpetrator programme** Haringey Children and Young People's service is again funding and over-seeing a perpetrators' programme in Haringey. All referrals will be processed through the Haringey Children in Need and Safeguarding Service Manager.
- **Hearthstone re-launch** - The expanded services at Hearthstone - Haringey's DV advice and support centre - was successfully re-launched by a Government Minister Alan Campbell MP in July. The numbers of people accessing DV services at Hearthstone is still showing a steadily upward trend.
- **Specialist DV court SDVC** We are hoping to launch a SDVC in Haringey this Autumn.

7. Anti-social Behaviour Partnership Board

- The anti-social behaviour (ASB) partnership board action plan is progressing well. The action plan includes activity relating to, coordinated prevention and early intervention, intelligence-led problem solving, improving confidence in how well the Police and Council deal with ASB and crime (NI21) and continuing the use of partnership enforcement tools.
- Problem solving group in place to tackle the emerging issue of dangerous/intimidating dogs in the borough.
- The ASBAT Parenting programme has been acknowledged by the DCSF as an example of best practice with 140 families engaged in the programme, with no further enforcement action required.
- Further support is required to assist victims and witnesses of ASB through the civil court process. A bid is in place with Victim Support for a dedicated worker to support ASB victims.
- A street drinking research study has been commissioned to examine the correlation between alcohol and ASB in the borough (as part of both the ASB and Alcohol Action plans)
- The Hate Crime reporting process is in place (publicised since February 2009) and currently undergoing evaluation.

- Seasonal activity partnership planning – around the Halloween and Fireworks period is currently ongoing, following on from last years successful work recognised by Government Office for London.
- Continued development of the nationally recognised programme for primary schools around restorative approaches (e.g. mediation and reparation schemes).