



CRIME AND DISORDER COMMITTEE

3 FEBRUARY 2010

APPENDICES

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APPENDIX 'A'

EXTRACT FROM RUNNYMEDE CONSTITUTION

PART 3

COMMITTEE RESPONSIBILITIES

Committee	Membership (Note: This may be varied by the resolution of the Council)	Functions within Committee's Terms of Reference
Crime and Disorder Committee	The same as the Overview and Scrutiny Select Committee	<p>The functions given to the Committee under Section 19 and Schedule 8 of the Police and Justice Act 2006, including review or scrutiny of action taken by responsible authorities exercising crime and disorder functions and power to make reports thereon to the Council.</p> <p>For the avoidance of doubt these matters will normally include the Community Safety Strategy and the Safer Runnymede initiative.</p>

**CRIME AND DISORDER COMMITTEE
PROCEDURE RULES**

October 2009

CRIME AND DISORDER COMMITTEE PROCEDURE RULES

1. The powers and functions of the Crime and Disorder Committee

The Overview and Scrutiny Select Committee will sit as the Crime and Disorder Committee as set out in Article 6. In accordance with section 19 of the Police and Justice Act 2006, the Crime and Disorder Committee will have power:

(a) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

["The responsible authorities" has the meaning given by section 5 of the Crime and Disorder Act 1998 (authorities responsible for crime and disorder strategies in relation to the Borough of Runnymede)];

(b) to make reports or recommendations to the Council with respect to the discharge of those functions;

(c) to consider any local crime and disorder matter referred to it by a Member of the Council, or which the Committee wishes to consider, or which is placed on its agenda in the ordinary course of business.

["Local crime and disorder matter" means a matter concerning crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) in Runnymede, or the misuse of drugs, alcohol and other substances in Runnymede];

When the Overview and Scrutiny Select Committee is sitting as the Crime and Disorder Committee, it can only exercise the functions given by the 2006 Act and relevant regulations, summarised in these Procedure Rules (unless additional powers or functions are given by law). The Committee may appoint Sub-Committees, which will have no greater powers than those of the parent Committee.

The Crime and Disorder Committee has no decision-making powers of its own. It must recommend any desired action to the Council. Action that requires the authority or agreement of another Committee (such as a decision with new budgetary implications) must be referred to that Committee before the recommendation is considered by Council.

In cases of urgency it will be possible for an Officer to implement the Crime and Disorder Committee's recommendations under Standing Order 42, if the relevant Chairman (or Chairmen) agree(s).

2. **Who may sit on the Crime and Disorder Committee?**

The Overview and Scrutiny Select Committee will also be the Crime and Disorder Committee. Any Councillor may be a Member of the Overview and Scrutiny Select Committee.

When sitting as the Crime and Disorder Committee, the Committee may include co-optees who are not members of the Overview and Scrutiny Select Committee as such. See below.

3. **Co-optees**

The Crime and Disorder Committee may (without reference to Council) co-opt further individuals to sit on the Committee, provided that they are employees, Officers or Members of the Council or another responsible authority, or of a body with which the responsible authorities have a duty to co-operate under section 5(2) of the Crime and Disorder Act 1998 ("the co-operating bodies"). They will not be entitled to vote unless the Committee so decides (Regulation 3, Crime and Disorder (Overview and Scrutiny) Regulations 2009)

The Council may co-opt other individuals to the Committee, but the Committee cannot give them a vote.

The Committee or the Council, as the case may be, can terminate the appointment of any Member it has co-opted.

4. **Meetings**

The Crime and Disorder Committee must meet as often as the Committee considers appropriate to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions, but it must meet for this purpose at least once every twelve months (Regulation 4, Crime and Disorder (Overview and Scrutiny) Regulations 2009). It will meet on other occasions when business so requires. When there is business for both the Crime and Disorder Committee and for the Overview and Scrutiny Select Committee, the Committee may meet in both roles on the same evening, but will ensure that it only exercises one of these roles at any given time. A Crime and Disorder Committee meeting may be called on other occasions by the Chairman, by any three Members of the Committee, or by the Director of Administration and Leisure in accordance with Standing Orders.

The rules about political proportionality, notice of meetings, and availability of reports and background papers, apply to the Crime and Disorder Committee as they apply to the Council's ordinary Committees.

5. **Quorum**

The quorum for the Crime and Disorder Committee shall be as set out for Committees in the Standing Orders in Part 4 of this Constitution.

6. **Chairmanship**

Any of the Crime and Disorder Committee's Members (including co-opted Members) may be elected Chairman in accordance with Standing Orders.

7. **Agenda Items**

Any Member of the Crime and Disorder Committee or a Sub-committee of it is entitled to give written notice to the Director of Administration and Leisure that he/she wishes an item relevant to the functions of the Crime and Disorder Committee or Sub-committee to be included on the agenda for the next available meeting of the Committee or Sub-committee. On receipt of such a request the Director of Administration and Leisure will ensure that it is included on the next available agenda. This notice must be served within the time required by Standing Order 27.4.

This right does not empower a Member to direct that evidence be gathered for a formal scrutiny hearing, or that time or resources be expended beyond the normal range for preparation of a Committee report. On receipt of the requested report the Committee may direct such further action within its powers as it sees fit.

Where a councillor is asked to consider a local crime and disorder matter by a person who lives or works in the area that the councillor represents, the councillor must consider the matter and respond to the person who asked him to consider it, indicating what (if any) action he/she proposes to take, and he/she may refer the matter to the Crime and Disorder Committee (section 19(3), Police and Justice Act 2006). A reference to the Committee must be by notice to the Director of Administration and Leisure, as mentioned above, under Standing Order 27.4.

8. **Reports from Crime and Disorder Committee**

- (a) Once the Crime and Disorder Committee has decided to report or formed recommendations, the Director of Administration and Leisure will submit the report and/or recommendations for consideration by the Council and will also

ensure that any matters requiring comment or approval from other Committees are reported to those Committees.

- (b) The Director of Administration and Leisure must also send a copy of the report and/or recommendations to each of the responsible authorities, and each of the co-operating persons and bodies.

[Section 19 (8) of the Police and Justice Act 2006 and Regulation 7 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 require any authority, person or body which receives a copy of a report or recommendations in this way to consider the report or recommendations, respond in writing to the Crime and Disorder Committee (if possible within 28 days) indicating what (if any) action it proposes to take, and have regard to the report or recommendations in exercising its functions.]

9 Other Powers of the Crime and Disorder Committee

The Crime and Disorder Committee (or any sub-committee of it) may require members or officers of the Council, or officers and staff of a responsible authority or co-operating body, to attend before it to answer questions. If it does so they must attend, but they do not have to answer any question they would not have to answer in Court. The Committee or Sub-Committee may also invite other people to attend meetings (see paragraph 6, Schedule 8, Crime and Disorder Act 2006 and regulation 6, Crime and Disorder (Overview and Scrutiny) Regulations 2009).

If anyone is required to attend the Crime and Disorder Committee under this provision, the Chairman of the Crime and Disorder Committee will inform the Director of Administration and Leisure. The Director of Administration and Leisure must inform that person in writing, giving at least five working days notice of the meetings at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend and whether any papers are required to be produced for the Board. Where the person attending will need to prepare a report or research information, he/she will be given sufficient notice to allow for its preparation.

Where, in exceptional circumstances, the person requested is unable to attend on the required date, the Crime and Disorder Committee shall in consultation with them arrange an alternative date for attendance.

The Crime and Disorder Committee may write to a responsible body or a co-operating person or body requesting information relating to the discharge of crime and disorder functions by the responsible authorities. It may also request information relevant to the Committee's functions relating to local crime and disorder matters. Such requests will be sent by the Director of Leisure and Administration or other appropriate Officer.

The information (which may be limited to avoid identifying individuals or damaging operations or legal proceedings) must be provided by the date requested by the Committee, but if some or all of the information cannot reasonably be provided then, it must be provided as soon as reasonably possible. For the full legal position see section 20(6A) Police and Justice Act 2006 and regulation 5 Crime and Disorder (Overview and Scrutiny) Regulations 2009.

10. Scrutiny hearings

The Crime and Disorder Committee may conduct scrutiny hearings, or consider a matter by report and debate, in the same way as the Overview and Scrutiny Select Committee, and will choose the method it thinks best for any particular matter.

11. Rights of Crime and Disorder Committee Members to Documents

- (a) all Councillors have the right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution as well as any specific rights they may have as Members.
- (b) nothing in this paragraph prevents detailed liaison between the relevant Committee and Crime and Disorder Committee as appropriate depending on the particular matter under consideration.

12. Order of business at Crime and Disorder Committee Meetings

Subject to adjustments to suit the practicalities of conducting business at the meeting, Crime and Disorder Committees shall consider business in the following order:

- i) minutes of the last meeting;
- ii) declarations of interest;
- iii) consideration of any matter referred to the Crime and Disorder Committee under a statutory power or procedure
- iv) response of the Council, responsible authorities, and co-operating persons and bodies to reports and/or recommendations of the Crime and Disorder Committee; and
- v) the business otherwise set out on the agenda for the meeting

CRIME & DISORDER: PLAN FOR ACTION FOR APRIL 2009-10
(Runnymede CDRP)

Agreed objectives	Reason for objective (actual data or public perception)	Actions <i>How success will be measured</i>	Timescale	Links To;	Lead Agencies
1. Alcohol & Drug misuse: Raise general awareness of risks of excessive alcohol consumption	Evidence of higher than average rate of alcohol-specific hospital admissions and relatively high levels of harmful drinking	Continue to roll out poster campaign in local venues and off-licence outlets	to Autumn 2009	PSA23 PSA25 NI 28 NI 30 NI 33 NI40	RBC SCC Police PCT
Reducing under-age consumption by talking to teenagers through partnership with schools, colleges & youth centres	Evidence of higher than average rate of alcohol-related hospital admissions among under 18s	Take all opportunities to raise awareness of underage drinking. Continue with the alcohol awareness set at Junior Citizen <i>Measure: % reduction year on year using baseline data from PCT on alcohol-related hospital admissions for under-18s from Runnymede</i>	November	PSA12 NI51,5 5,56,57 & 58	PCT & RBC
Address parental consumption of alcohol	As above	LSP Health task group is working with parents who have substance misuse problems	to Autumn 2009	PSA18 NI120 NI123 NI125 NI136	RBC & PCT
Police staff, Trading Standards & Borough licensing officers will work closely together on	As above	Continue to monitor incidents around licensed premises and report to JAG on incidence of excess alcohol consumption in	ongoing	PSA25 NI41 NI42	Police RBC

management of licensed premises and Pub Watch			specific locations. Measure: % reduction using Police alcohol-flagged crime data, and reduction in number of incidents highlighted at JAG.		
2. Violent Crime (including Domestic Abuse) Improve analysis of violent crime data	Whilst serious violent crime is reducing it remains a key concern, and total violent crime shows a 23% increase in January 2009 compared to January 2008	Review Surrey Police capacity at divisional level to map latest data on serious violence, weapons, domestic violence, hate crime, and serious sexual offences at small area level Measure: delivery of quarterly reports to CDRP indicating domestic abuse incidents reported to police	PSA23 NI 15-34	Police	
Domestic abuse: develop better measures of effectiveness of preventative interventions, and improve access to relevant services available locally	Total DA incidents reported to Police was the lowest in North division (April – Sept 08) but continuing average of 50-70 reports per month is not matched by same level of referrals to Surrey Womens' Aid outreach service	<ul style="list-style-type: none"> clarify referral protocols to SWA for Tactical Policing team develop and deliver awareness-raising programme for police responding to reports Measure: % increase in Police referrals to SWA within one quarter of protocol being clarified and training delivered	PSA23 NI15-34	Surrey Police, Surrey Women s' Aid	as soon as possible
3. Local anti-social		* purchase mobile surveillance	PSA23 NI17	RBC	

<p>behaviour and disorder</p> <p>* partners to continue to encourage reporting of all ASB online or via a written record.</p>	<p>* Community Safety Survey 2007, public identified fly tipping, graffiti in town centres and illegal mini moto use as key issues</p>	<p>camera (CDRP funding approved) for capturing evidence at fly tipping hot spots and JAG locations; Work with the Environment Agency on their project with Runnymede <i>Measure: % increase in public satisfaction with ASB in Police/SCC quarterly surveys and RBC Community Safety Survey</i></p>	<p>Summer 2009</p> <p>Spring/Summer 09</p>	<p>N127</p> <p>EA</p>
<p>Reports from the JAG & CIAG to CDRP will document how partners are working with communities to address priorities and concerns of local people, identifying individuals creating community impact</p>	<p>As above, but also dealing with new problems as they emerge.</p>	<p>JAG & CIAG reports remain standing items on CDRP agenda <i>Measure: time taken to resolve concerns at specific locations</i></p>	<p>ongoing</p>	<p>PSA15 NI179</p> <p>RBC</p>
<p>4. Driver behaviour & road safety</p> <p>Publicise widely all partner actions taken to tackle driver behaviour locally</p>	<p>Driver behaviour was identified as a key community concern in Community Safety Survey 2007, especially speeding, dangerous parking and abandoned vehicles. & remains a priority at NSO panel meetings & policing forum</p>	<ul style="list-style-type: none"> • Road Safety Awareness Day at location identified through JAG • promote Safe Drive Stay Alive event and new DVD • Look at ways to report back to the public; • Community Speed Watch in Virginia Water. <p><i>Measure: reduction in accidents</i></p>	<p>by March 2010</p> <p>Autumn 09</p> <p>Spring 09</p> <p>Summer 09</p>	<p>NI47 NI48</p> <p>SCC Safer Travel team, school, Police SF&R</p>

Publicise details of how and where the mobile speed camera has been deployed	As above	<p>at Safety Camera locations, reduction in KSI total for 2009</p> <p>* Post details on police and Safer Runnymede websites; * highlight at regular press conferences (borough inspector)</p> <p>* reporting to Local Committee on road safety as part of Community Safety presentation <i>Measure: comprehensive report published and circulated widely</i></p>	As soon as training completed a.s.a.p	NI47 NI48	RBC & Police Police
Raise public awareness of KSI and prevention measures locally	As above	<p>* activate Revelation campaign and ensure wide distribution of publicity materials</p> <p>* establish protocol for partners to update Safer Runnymede site</p> <p>* police to lead on regular press conferences with range of local media</p> <p>*Update BIM e-reporting system</p> <p>Attend partners open days to demonstrate multi agency working <i>Measure: % reduction in respondents who fear crime, in 2010 Community Safety survey</i></p>	Summer 2009		SCC Police SF&R
<p>5. Communications & reassurance</p> <p>Coordinated communications strategy which includes up-to-date Safer Runnymede website, regular press releases, and use of public meetings to reassure</p>	Fear of crime noted by 25% of respondents to community safety survey, out of proportion to actual crime figures.	<p>* Update BIM e-reporting system</p> <p>Attend partners open days to demonstrate multi agency working <i>Measure: % reduction in respondents who fear crime, in 2010 Community Safety survey</i></p> <p>* dialogue with Royal Holloway students' union to progress street</p>	Spring 09 Spring 09 Spring/ summer09 4 JAG events planned for 09 + open days	PSA21 PSA23 NI1 NI2 NI4 NI 15- 34 NI179	RBC SCC Police RBC All
<p>6. Under 25s as victims & offenders</p>	JAG figures show large % of victims of ASB /violence under 25		2009-10	NI59- 71 NI179	RBC/

Develop communication with young people through school councils, Expload, youth drop-in, Royal Holloway liaison	years Community safety survey showed that young people had higher fear of crime than other groups.	lighting improvements on footpaths in Englefield Green * report concerns gathered via youth engagement to JAG for action plan <i>Measure: number of young contacts recorded at Police drop-in, RHUL engagement, Expload</i>	November 2009	PSA23 NI21	Surrey Police
Raise awareness of actions and consequences of ASB	Low level ASB often being the starting point for higher level ASB & crime noted from experience with CIAG & JAG cases	Continue the actions and consequences set at Junior Citizen			
Highlight preventative options for individual young people via the CIAG	Need to Prevent and Deter potential young offenders at an early stage	* develop and maintain a systematic database of services available for referrals from CIAG <i>Measure: number of young people removed from CIAG due to improved behaviour</i>	List in use for review Sept 2009	PSA23	All partners
Introduce SMS and text messaging, particularly to young people, to enable them to report concerns and get information.	As above	<i>Measure: take up and use by young people in first 6 months</i>	Spring / summer09	NI179	RBC

Review of Safer Runnymede Partnership Crime & Disorder Action Plan 2009-2010

Objective	Action	Achievements	Challenges
1. Alcohol & Drug Misuse	Raise general awareness of risk	Actions completed	no PCT data for measures
	Reduce under-age consumption in teens	Actions completed	No PCT data for measures
	Address parental consumption	Leaflet in 2 nd print run & well received	
2. Violent crime incl DA	Licensed premises & pub watch	Actions completed	
	Improved analysis of violent crime data		Not being delivered quarterly due to resource problems
3. Local ASB	DA better measures & improved access to services	Access to service has been improved.	
	Mobile CCTV	Product identified & ordered	
	JAG & CIAG	Quicker turnaround at CIAG. Introduced Public Action Days for JAG areas which also feeds into point 5.	One area on JAG with prolonged problems
4. Driver Behaviour	Road safety awareness day	completed	
	Promote safe drive stay alive	completed	
	Report back to the public	Published answers to questions raised by public on CDRP website	
	Community speed watch – Virginia Water		Unlikely to be delivered Lack of public representatives

	Measure – reduce KSI's for 2009		Data not shared to give a part year progress report
	Post details of speed camera activity on partnership website & in press	Weekly press briefings given to Press	Lack of data from Police to put on website
	Raise public awareness of KSI's	Drive Smart report published & circulated	
5. Communications & Reassurance	Activate revelations campaign		Unlikely to happen as contacts lost.
	Protocol for partners to update website		Unlikely to happen due to staff shortages
	Regular press briefings	Weekly briefings established	
	Update BIM e-reporting system	Consultants work completed	SR staff work not completed due to staff shortage
	Attend partner's open days	completed	
6. Under 25's as victims & offenders	Street lighting improvements for RHJUL students	completed	
	Report youth concerns to JAG	completed	
	Run ASB set at JC	completed	
	Prevent & deter young offenders		Database of services for young people established but not updated regularly – very time consuming
	SMS messaging system	Due to go live early 2010	Initial testing revealed IT problem. Once activated and tested the system will go live.



Runnymede CIAG and JAG Process

