

# Public Agenda



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Date: 12 September 2016

## Notice of meeting

### Overview and Scrutiny Committee

**Date:** Tuesday, 20 September 2016

**Time:** 7.30 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

#### To: Members of the Overview and Scrutiny Committee

Councillors:

C.A. Davis (Chairman)	S.M. Doran	J.G. Kavanagh
S.C. Mooney (Vice-Chairman)	K. Flurry	D. Patel
R.O. Barratt	M.P.C. Francis	O. Rybinski
S.J. Burkmar	A.L. Griffiths	R.A. Smith-Ainsley
S. Capes	N. Islam	B.B. Spoor

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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## AGENDA

Description	Lead	Timings	Page Number.
<p><b>1. Apologies</b></p> <p>To receive any apologies for non-attendance.</p>	Chairman	7.30 pm	
<p><b>2. Minutes</b></p> <p>To confirm the minutes of the meeting held on 12 July 2016.</p>	Chairman		5 - 8
<p><b>3. Disclosures of Interest</b></p> <p>To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.</p>			
<p><b>4. Call-in of Cabinet decisions</b></p> <p>No Cabinet decisions have been called in.</p>			
<p><b>5. Review of Community Safety</b></p> <p>To receive the report of the Community Safety and Economic Development Manager on the annual review of community safety in Spelthorne Borough.</p> <p>The Committee will also be pleased to hear from Surrey Police and the Police and Crime Commissioner (PCC) on community safety matters. There will be an opportunity after each presentation to ask questions.</p>	Keith McGroary /  Acting Insp. Parish and David Munro	7.35 pm	9 - 22
<p><b>6. Joint Enforcement Team</b></p> <p>To receive the report of the Group Head for Neighbourhood Services on the work of the Council's Joint Enforcement Team.</p>	Jackie Taylor	8.35 pm	23 - 26
<p><b>7. Cabinet Forward Plan</b></p> <p>A copy of the latest Forward Plan is attached.</p> <p>If any members of the Committee have any issues they want to raise in relation to the Cabinet Forward Plan, please inform Terry Collier, Deputy Chief Executive, 24 hours in advance of the meeting with reasons for the request.</p>	Chairman	9.15 pm	27 - 30

Description	Lead	Timings	Page Number.
<b>8. Work Programme</b> To agree the Work Programme for the remainder of the Municipal Year 2016-2017.	Chairman	9.20 pm	31 - 34

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**Minutes of the Overview and Scrutiny Committee  
12 July 2016**

**Present:**

Councillor C.A. Davis (Chairman)  
Councillor S.C. Mooney (Vice-Chairman)

**Councillors:**

S. Capes	M.P.C. Francis	O. Rybinski
S.M. Doran	N. Islam	B.B. Spoor
K. Flurry	J.G. Kavanagh	

**Apologies:** Councillors R.O. Barratt, S.J. Burkmar and R.A. Smith-Ainsley

**159/16 Minutes**

The minutes of the meeting held on 19 May 2016 were approved as a correct record.

**160/16 Disclosures of Interest**

There were none.

**161/16 Call-in of Cabinet decisions**

No Cabinet decisions had been called in.

**162/16 The role of Overview and Scrutiny**

Ann Reeder, an expert advisor and regional advocate for the South of England with the Centre for Public Scrutiny facilitated a training session on the role of Overview and Scrutiny. The session gave an outline of what Overview and Scrutiny is, how it works and what it can achieve.

The Committee discussed and identified topics it would like to consider for inclusion in its work programme for the coming year.

Members raised concerns referred to them by local residents concerning the actions of a private car park in Ashford which was deterring people from shopping in the high street. The Chairman noted that he was also aware of parking issues in Stanwell caused by its proximity to Heathrow airport. He proposed that the Committee as a whole undertake an assessment of parking

amenities, both public and privately run in Ashford and Stanwell, and consider any changes that may be required.

Members reported that residents were not aware of what the Council was doing and suggested that a task group be set up to look at the Council's Communications Strategy and the activities that the Council needed to promote.

Members also felt that the parks' bylaws and the management of open spaces generally were in need of review. The Chairman proposed that a task group be set up to look at these matters.

The Committee agreed to set up two Task Groups: to review the Council's Communications Strategy, to include Councillors Capes (Lead member), Doran, Islam and Mooney and to review the parks and open spaces bylaws and management of open spaces, to include Councillors Francis (Lead member), Islam and Spoor.

The Chairman advised that he had received a number of complaints from taxi drivers about the provision of taxi ranks in the Borough and how this provision impacts on the economic needs of the Borough. Taxi drivers had also queried whether they were getting value for money from the Council's charges.

The Committee agreed to review the Council's Taxi Licensing Policy, with particular regard to provision of taxi ranks, whether the economic needs of the borough are adequately served by the present regime and whether the present fees charged represent value for money.

Members also raised issues in relation to economic matters which the Chairman agreed the Economic Development Task Group would be happy to look at, and highways matters which needed to be referred to Surrey County Council's Local Committee in Spelthorne.

Resolved to:

1. include in the Committee's work programme for 2016-2017:
  - (a) An assessment of parking amenities, both public and privately run in Ashford and Stanwell, and consider any changes that may be required; and
  - (b) A review of the Council's Taxi Licensing Policy, with particular regard to provision of taxi ranks, whether the economic needs of the borough are adequately served by the present regime and whether the present fees charged represent value for money; and
2. set up Task Groups to review:
  - (a) the Council's Communications Strategy, comprising Councillors Capes, (Lead member), Doran, Islam and Mooney; and
  - (b) parks and open spaces bylaws and management of open spaces, comprising Councillors Francis (Lead member), Islam and Spoor.

**163/16 Provisional Revenue Outturn 2015/16**

The Committee received the report on the provisional revenue outturn for 2015/16 and noted that £13.925m had been spent against the full year revised budget of £14.536m. Taking into account the use of carry forwards, investment income, reduced use of reserves and business rates retention the net underspend was approximately £261k. Carry forward requests for 2016-2017 amounting to £96k would be accommodated from the underspend.

**Resolved** to note the provisional revenue outturn for 2015/2016.

**164/16 Provisional Capital Outturn 2015/16**

The Committee received the provisional capital outturn for 2015/16. It noted that £1.599m had been spent against the revised budget.

Due to rescheduling of some schemes to 2016/17, there would be an under spend for the 2015/16 financial year of £611k of which £522k had been requested as carry forwards to 2016/17.

**Resolved** to note the provisional capital outturn for 2015/2016.

**165/16 Treasury Management - Annual report**

The Committee received the Treasury Management Annual Report on treasury performance for 2015/16, covering the council's activities in the borrowing and investment market and the associated monitoring and control of risk.

The Committee discussed some concerns about all the financial reports being received at this meeting, with the Cabinet member for Finance, Councillor Howard Williams and the Principal Accountant.

Members asked whether the information provided could be made clearer for the ordinary reader as they were concerned that the wording and content of all the financial reports was too complex to understand in its current form.

Members also asked the purpose of reports before them and whether it was necessary to receive all the reports on the same agenda.

The Principal Accountant explained that the Council's budget was complex as it covered many services, and in consequence the reports were quite broad ranging and detailed.

The purpose of the reports was to provide feedback to councillors on how the Council's income and expenditure did in the last complete financial year compared to what we predicted in the budgets. He said that it was important that feedback was provided on both revenue (i.e. day to day spending on

services covering employees, supplies and services, fees and charges etc.) and capital (i.e. expenditure on items which will provide benefits to the Council beyond one year). Treasury Management was reported separately because of its key contribution in supporting the revenue budget.

The reports provided at subsequent meetings in the year would focus on how income and expenditure at each quarter was doing against the budget. The frequency of the monitoring reports had reduced in recent years (although the Council was required by accounting standards to provide at least a half yearly monitoring report and an outturn report on Treasury Management).

The Principal Accountant advised that Accountancy was always looking to improve the simplicity and usefulness of its reports to councillors and was open to make further improvements so that the reports were easier to read. Councillor Williams offered to run a short training session for all councillors to help them understand these reports.

**Resolved to:**

1. note the Treasury Management annual report for 2015/16; and
2. invite Councillor Williams and the Council's finance team to run a short training session on finance terminology and reading accounts for all members and strongly recommend that all members attend.

**166/16 Corporate Project Management progress report**

The Committee received an update report on progress with the Council's key projects and the Towards a Sustainable Future (TaSF) programme. The report noted that as the Council's focus and priorities had changed towards property acquisitions and housing, some of the previous priority/flagship projects had either been put on hold, delayed or had closed early. Further details of the progress made in each area were outlined in the report and appendices.

**Resolved to note the progress report on:**

1. the Towards a Sustainable Future programme and work stream updates
2. Corporate Projects; and
3. the work the Corporate Project Team was undertaking to promote good practice and support project managers and sponsors.



# Overview and Scrutiny Committee

20 September 2016



<b>Title</b>	Review of Community Safety		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Keith McGroary		
<b>Cabinet Member</b>	Councillor Tony Mitchell	<b>Confidential</b>	No
<b>Corporate Priority</b>	Delivering quality of life services		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	To note the report of the Community Safety Manager on the review of community safety.		

## 1. Key issues

- 1.1 In 2012 Community Safety Partnerships throughout the country ceased to receive a grant from the government to support interventions and activities to help reduce the instances of crime and anti-social behaviour within our communities. This coincided with the election of the Police & Crime Commissioner who had that limited funding for all Surrey Boroughs and Districts passed to his budget. Funding was then made available to Community Safety Partnerships and other community groups upon application.
- 1.2 Spelthorne have been pro-active with regards to raising funding to help deliver Community Safety, and over the last 6 years as budgets dwindled we have approached local businesses in the Borough for financial contributions which has resulted in Spelthorne Community Safety Partnership receiving over £30k a year from A2 Dominion and BP, for which we have been very grateful. Surrey County Council have contributed just over £3,000 per year in the same period.
- 1.3 In 2015 the Community Safety Team (CST) was re-structured in order to provide greater flexibility and resilience, costs were also saved by reducing 2 full-time posts into part-time roles at 30 hours a week for each of the 2 officers. The job descriptions were re-written which provided for 2 officers who are equally responsible for all areas of public-facing delivery of services. The Manager of the Team is employed in this capacity as 50% of his role with the other 50% on Economic Development. His function is one of a strategic level chairing various Partnership groups, delivering key projects,

representing the Council across the County, helping develop the Community Safety Strategy and quality controlling the delivery of work.

- 1.4 In the last 6 months Surrey Police have re-structured their own staff, this has resulted in a reduction of dedicated Police / PCSO officers to respond to neighbourhood issues. The impact of this has seen a stark rise in residents contacting the community Safety Team, particularly around disputes with neighbours. A similar story can be told by the Joint Enforcement Team.
- 1.5 The impact of reduced police resources has been amplified by the decision to vacate the tenancy at Knowle Green which has resulted in a significant drop in communication and mutual exchange of information.
- 1.6 These changes have been brought about by a need by Surrey Police to identify savings and still deliver core policing to the communities of Surrey. This new model, called Policing in Your Neighbourhood (PIYN) is currently being reviewed and evaluated as to its effectiveness and fitness of purpose.
- 1.7 Feedback from Spelthorne to the police consultation around PIYN has highlighted a deterioration in the service police provide to the low-level non-urgent calls made by the public, and long delays in the answering of the 101 non-emergency number.

## **2. Community Safety Activities**

- 2.1 Over the last 12 months, the Community Safety Team have organised and delivered with partner agencies the Junior Citizen Scheme to 1,100 children, almost every child aged 10 years old in the Borough. The Senior Citizen event was delivered for almost 100 elderly local people at the British Airways Learning Centre. The Community Safety Team has dealt with over 100 neighbourhood disputes and anti-social behaviour reported directly to the Community Safety Team via the public. It has been successful in raising funds of over £10k from the Police & Crime Commissioner to support events and deliver projects within the Borough. It has organised and ran 3 Partnership Action Days with our Partner agencies, organised and Chaired 8 Community Incident Action Group meetings that deal on a multi-agency basis with the key offenders who affect the community through their behaviour, and also the repeat victims. The Team has been a key player in helping to deal with the complaints raised by the Stanwell community with regards to the abuse of the roads by private hire vehicles serving Heathrow. Managing the CCTV has also been a time-consuming responsibility for the Team, this has also involved arranging for the conversion of the fibre-optic connections to the Runnymede monitored CCTV cameras to a wireless network.
- 2.2 The Community Safety Team meet on a regular basis with the Joint Enforcement Team which has proved to be extremely useful with regard to emerging issues.

## **3. Performance**

- 3.1 Details of performance are included within this report as an appendix. In summary, there has been an increase of 3.6% in reported crime a rise from 1,972 offences between April and July 2015 to 2,043 offences between the same periods in 2016.
- 3.2 Violent crime has risen by 13% or by a total of 70 offences over the previous year. Police recording methods have changed and a rise in recorded violent crime has seen similar rises across the country, this equates to less than 1 ½

additional reports a week in our Borough. The main spike in August 2015 highlights the time period when recording practices for violent crime impacted on recorded crime figures.

- 3.3 Vehicle crime has seen an increase of 22% from 520 to 633 offences, with Spelthorne placed in the upper band average of our most similar local authority areas, however this still represents a low number of vehicles attacked in our Borough, equivalent to less than 2 a day; this is not suggesting complacency, and the Partnership needs to focus on interventions to reduce the increase in crime in both the above areas.
- 3.4 Burglary within our resident's homes has seen a reduction of 12%, this means that out of the 45,000 homes in Spelthorne, there have been 254 burglaries, which is less than 5 burglaries committed a week.
- 3.5 Incidents of anti-social behaviour has dropped by 451 reports between 1.4.16 – 30.6.16 compared to the same period last year with every single ward experiencing a reduction in ASB. In hard numbers, this means a reduction from 1,304 reports to 853, just under a -30% drop. The reason for this is not known, it could be attributable to the change in the policing model, positive Partnership activities, people losing patience waiting to get through to the 101 non-emergency number and hanging up the phone, or indeed a mixture of all of the above.

#### **4. Financial considerations**

- 4.1 At the start of the 2016 financial year, the budget for Community Safety Partnership stood at £96k. Spelthorne Council contribute £27k to that total, the cost of salaries for staff is £43,600. This consists of the cost of one Community Safety Officer Post and a contribution towards the half post of Community Safety Manager.
- 4.2 There is now a new Police and Crime Commissioner who was elected in May, although there has not been an official announcement, early indications suggest that funding for specific projects will still be available subject to application and linkage with his priorities.
- 4.3 Discussions will need to take place with A2D and BP to consider the renewal of the 3 year agreements with regards to funding contributions to the Partnership starting in April 2017.

#### **5. Other Considerations**

- 5.1 Surrey Police have indicated that they are keen to retain a small presence of around 4 officers within Knowle Green. If this is the case, it will greatly benefit communications and joint responses and interventions.

### **Background papers: Performance data**

#### **Appendices:**

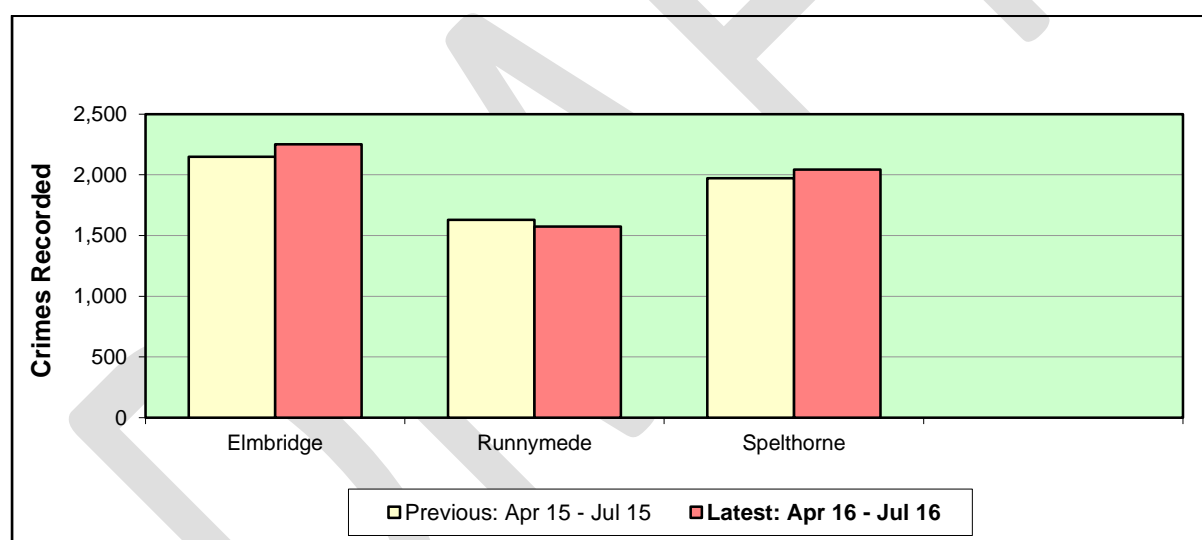
Appendix 1

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**Performance data:**

Introduction: The following tables consist of the Surrey Police data and Home Office iQuanta data.

The Surrey Police data illustrates performance around all reported crime from the start of the financial year 1<sup>st</sup> April 2016 to 31st July 2016. This gives a picture with regards to the current situation to the delivery of the community safety strategy's key crime priorities; the community safety strategy runs from April to March each year. It also provides for comparable performance with our closest Surrey local authority neighbours.

**Total notifiable offences**

Data to July 2016		Elmbridge	Runnymede	Spelthorne
Latest: Apr 16 - Jul 16		2,253	1,573	2,043
Previous: Apr 15 - Jul 15		2,150	1,629	1,972
<b>% Change</b>		<b>+ 4.8%</b>	<b>- 3.4%</b>	<b>+ 3.6%</b>

## **Iquanta Home Office Data**

The following iQuanta charts are provided by the Home Office database.

The first chart illustrates the volume of offences committed for the period 1.7.15 – 30.6.16 compared to the same period last year; this is supplemented with a percentage change in performance as a reduction or increase in reported offences.

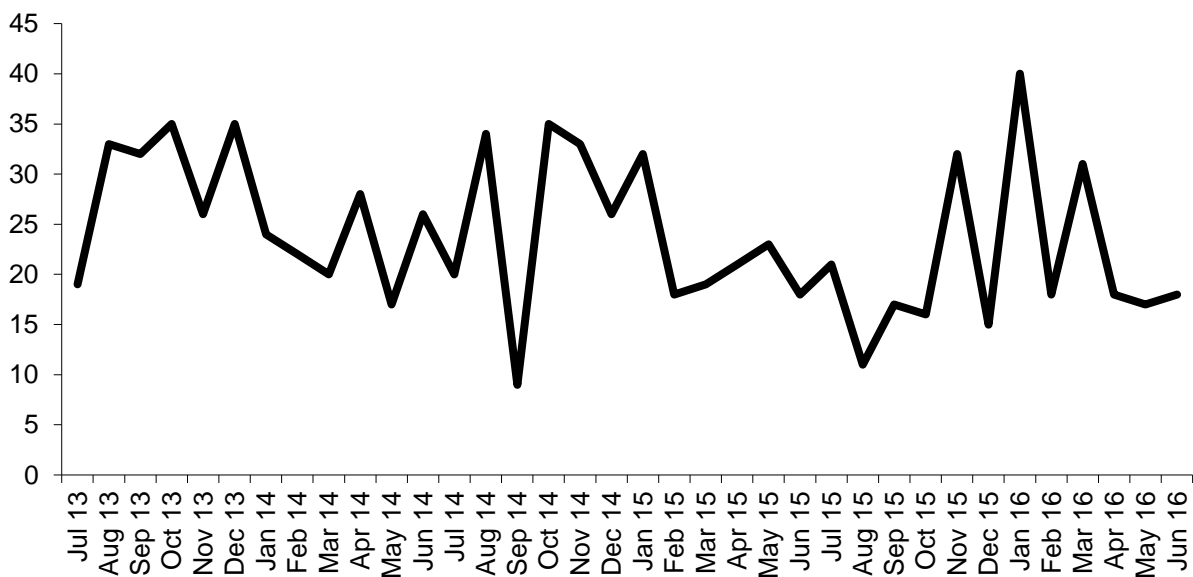
The second illustration shows a graph. The left hand side of the graphs provides details regarding the volume of offences; this is shown by numbers from 0 to 50. To show the actual number of offences for any period, the figure illustrated would need to be increased by 10; so for 18 in July 2013 it would read as 180 offences.

With regards to the bar chart in the third illustration, the figures on the left hand side refer to the number of victims per 1,000 population. So in the below chart which captures the figures for house burglary, Spelthorne has the equivalent of 6 victims per 1,000 population, this allows accurate comparisons of performance, no matter what size of the population within a local authority area. In the case of the bar chart the closer to the left position, the better the performance; 1<sup>st</sup> position is better than 15<sup>th</sup>.

**House Burglary**

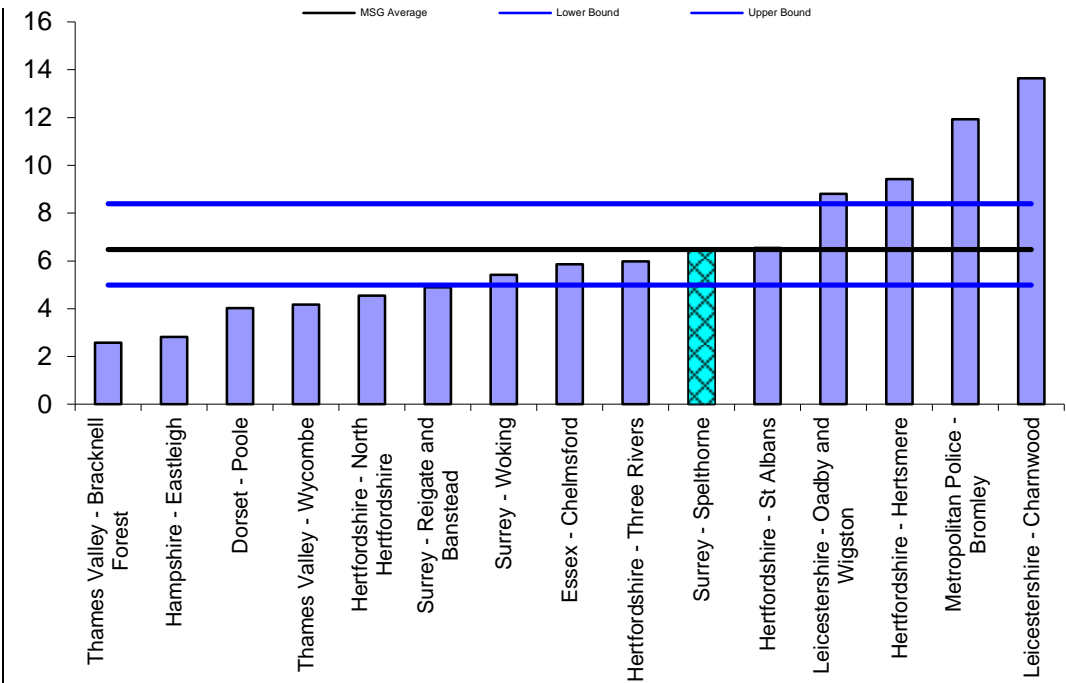
Prev Year Ending Selected Month		Year Ending Selected Month
<u>01 Jul 14 - 30 Jun 15</u>		<u>01 Jul 15</u> - <u>30 Jun 16</u>
288	<b>Down 34 (12%)</b>	254

**iQuanta Volume Chart - Crimes  
Surrey - Spelthorne  
Burglary in a dwelling  
01 Jul 2013 - 30 Jun 2016**



OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics

**iQuanta Bar Chart MSG (12 months) - Crimes per 1000 Households**  
**Surrey - Spelthorne**  
**Burglary in a dwelling**  
**01 Jul 2015 - 30 Jun 2016**



**OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics**

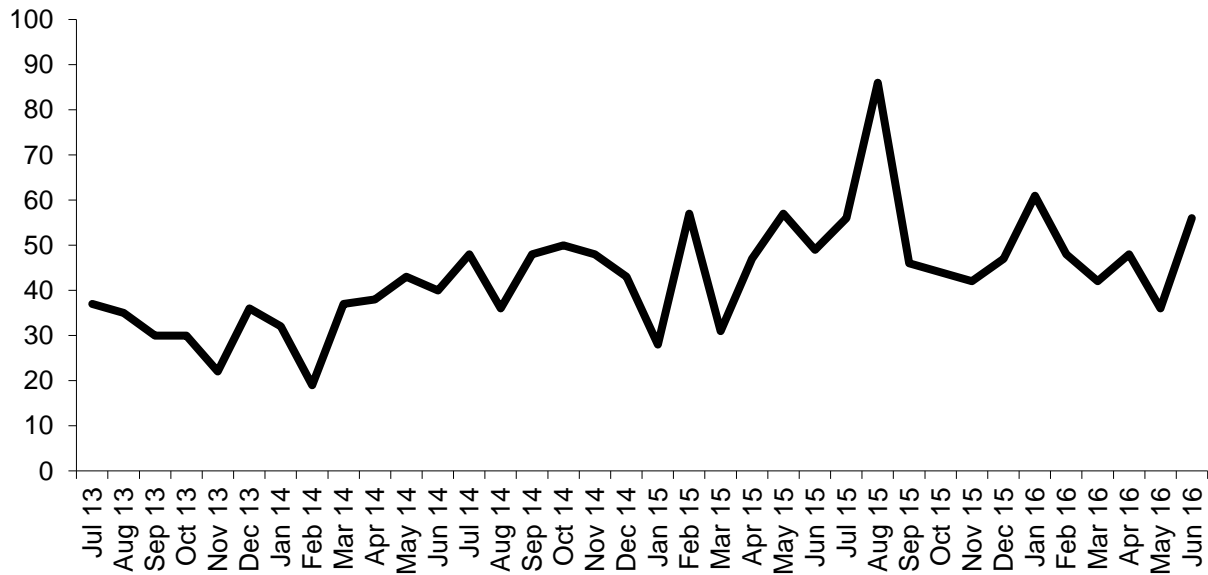




**Violence with injury**

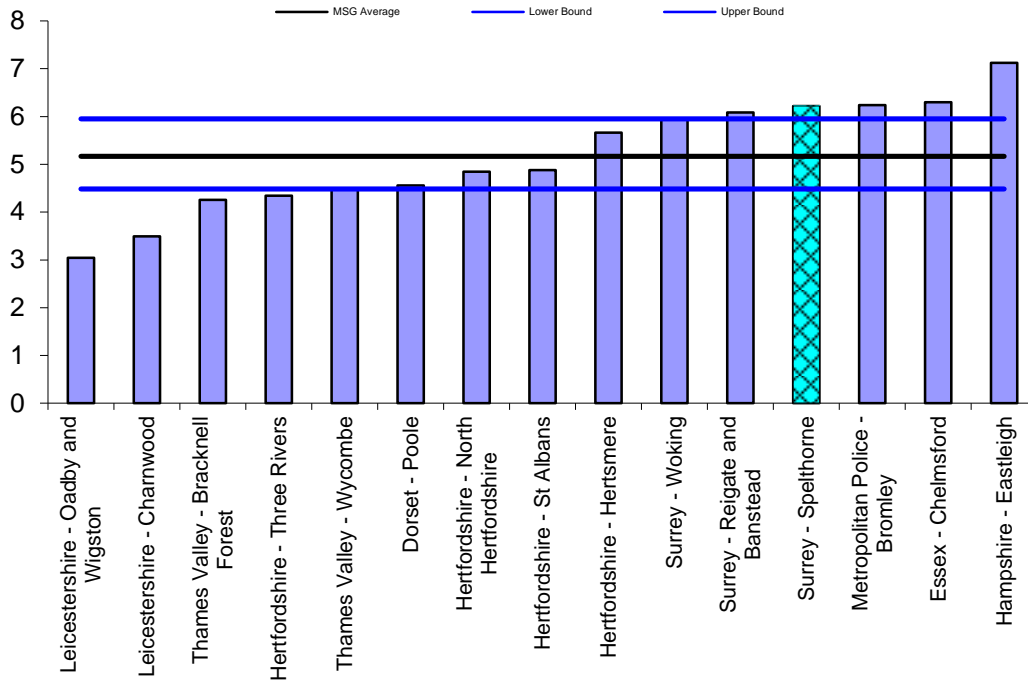
Prev Year Ending Selected Month		Year Ending Selected Month
01 Jul 14 - 30 Jun 15		01 Jul 15 - 30 Jun 16
542	<b>Up 70 (13%)</b>	612

**iQuanta Volume Chart - Crimes  
Surrey - Spelthorne  
Violence with injury (ONS)  
01 Jul 2013 - 30 Jun 2016**



**OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics**

**iQuanta Bar Chart MSG (12 months) - Crimes per 1000 Residents  
Surrey - Spelthorne  
Violence with injury (ONS)  
01 Jul 2015 - 30 Jun 2016**

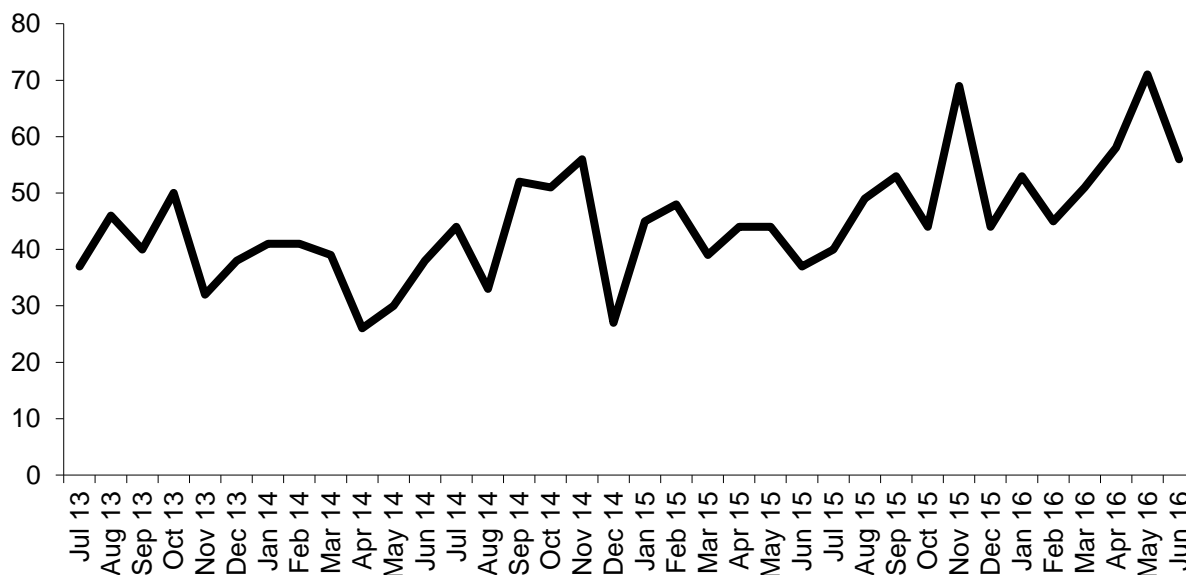


**OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics**

Vehicle crime

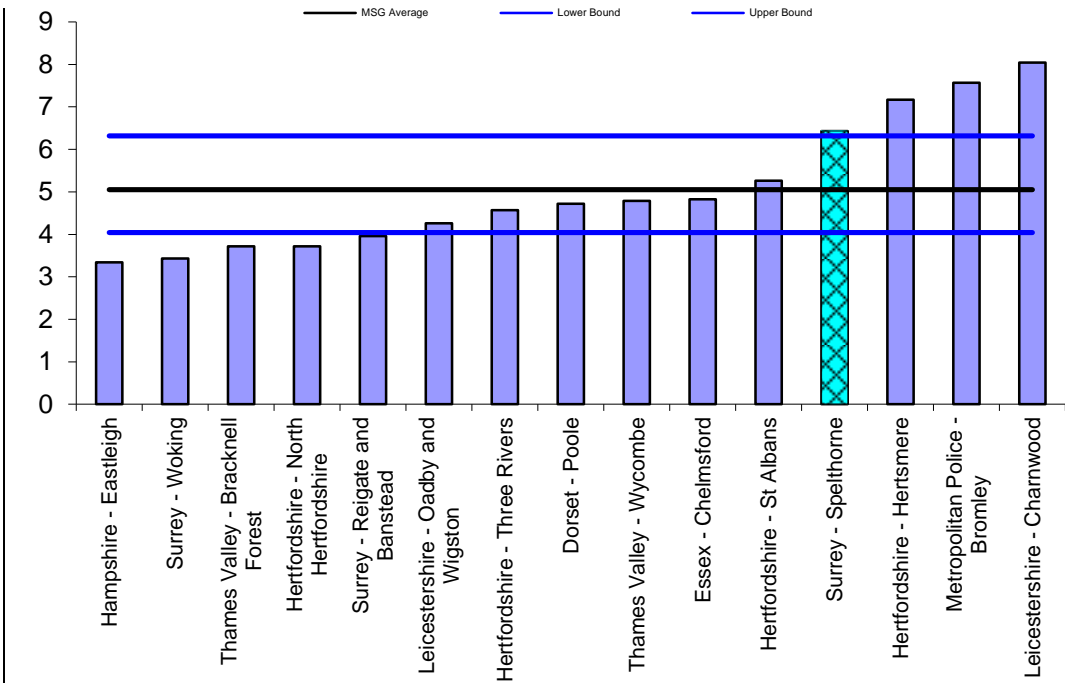
Prev Year Ending Selected Month		Year Ending Selected Month
<u>01 Jul 14 - 30 Jun 15</u>		<u>01 Jul 15</u> <u>- 30 Jun</u> <u>16</u>
520	<b>Up 113 (22%)</b>	633

**iQuanta Volume Chart - Crimes  
Surrey - Spelthorne  
Vehicle offences  
01 Jul 2013 - 30 Jun 2016**



OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics

**iQuanta Bar Chart MSG (12 months) - Crimes per 1000 Residents**  
**Surrey - Spelthorne**  
**Vehicle offences**  
**01 Jul 2015 - 30 Jun 2016**

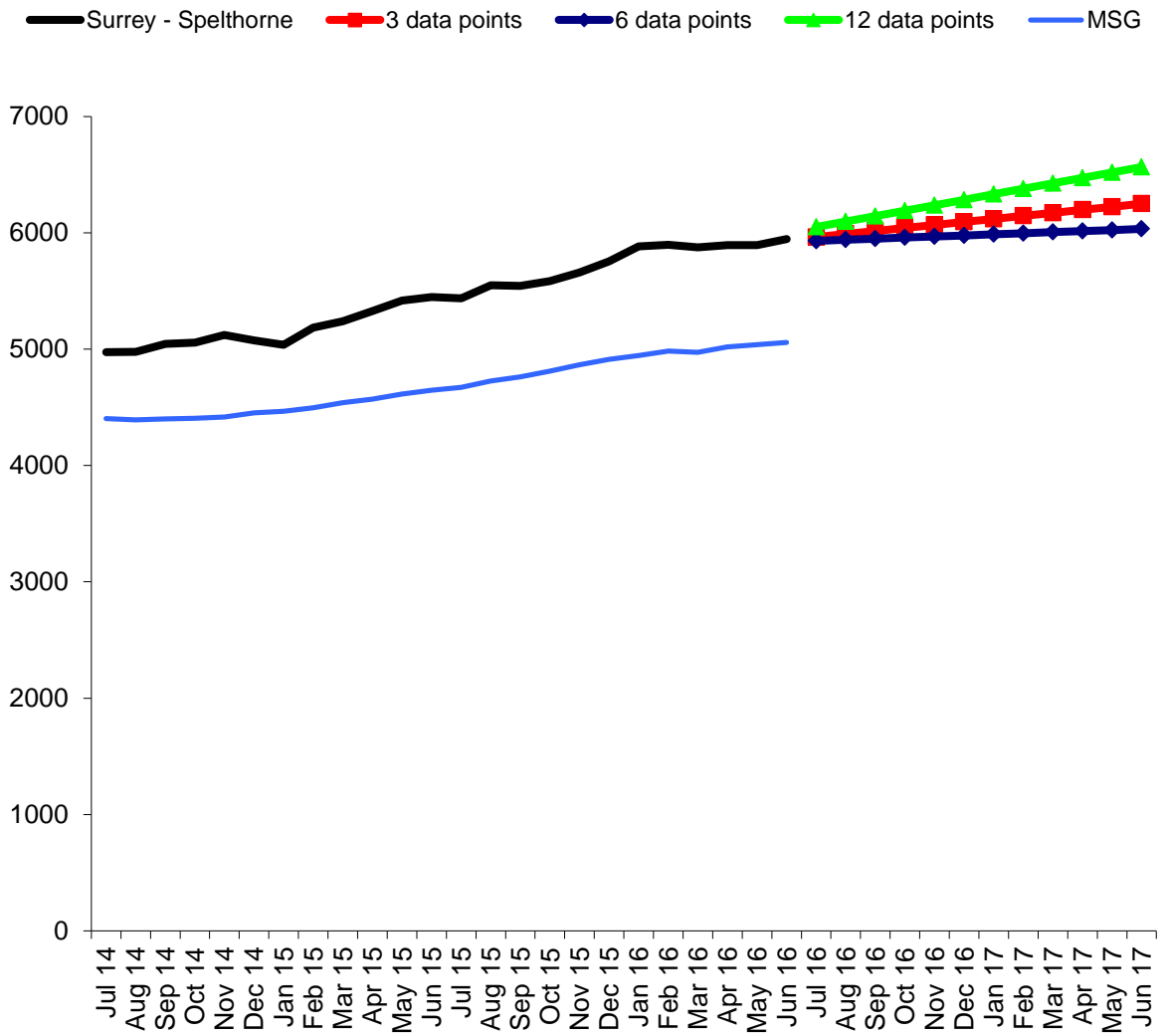


**OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics**



Projection all crime

**iQuanta Projection Chart - Rolling 12 Month Crimes  
Surrey - Spelthorne  
Crimes  
01 Jul 2014 - 30 Jun 2016**



OFFICIAL SENSITIVE - Provisional data before it is finalised and published by the Office for National Statistics

Anti-social behaviour

**ASB Incidents Recorded In Period 01-Apr-2016 to 31-Jul-2016 Inclusive**

Category Code	Category Description	TOTAL
ASB01	ABND VEH NOT STOLEN OR CAUSING OBSTRUCTN	46
ASB02	ANIMAL PROBLEMS	7
ASB05	FIREWORKS - INAPP SALE /USE /POSSESSION	4
ASB06	MALICIOUS / NUISANCE COMMUNICATIONS	30
ASB07	NOISE	46
ASB09	LITTERING/DRUGS PARAPHERNALIA	16
ASB10	NUISANCE NEIGHBOURS	62
ASBXX	ROWDY OR INCONSIDERATE BEHAVIOUR - TOTAL	414
ASB11	ROWDY OR INCONSIDERATE BEHAVIOUR NUISANCE	334
ASB16	ROWDY OR INCONSIDERATE BEHAVIOUR PERSONAL	80
ASB12	STREET DRINKING	6
ASB14	TRESPASS	20
ASB15	VEHICLE NUISANCE / INAPPROPRIATE USE	202
	<b>TOTAL</b>	<b>853</b>

**Change in recorded incidents year-to-date between 2016-2017 and 2015-2016**

Category Code	Category Description	TOTAL
ASB01	ABND VEH NOT STOLEN OR CAUSING OBSTRUCTN	-21
ASB02	ANIMAL PROBLEMS	-31
ASB05	FIREWORKS - INAPP SALE /USE /POSSESSION	3
ASB06	MALICIOUS / NUISANCE COMMUNICATIONS	-57
ASB07	NOISE	-49
ASB09	LITTERING/DRUGS PARAPHERNALIA	-9
ASB10	NUISANCE NEIGHBOURS	-23
ASBXX	ROWDY OR INCONSIDERATE BEHAVIOUR - TOTAL	-210
ASB11	ROWDY OR INCONSIDERATE BEHAVIOUR NUISANCE	
ASB16	ROWDY OR INCONSIDERATE BEHAVIOUR PERSONAL	
ASB12	STREET DRINKING	-3
ASB14	TRESPASS	9
ASB15	VEHICLE NUISANCE / INAPPROPRIATE USE	-60
	<b>TOTAL</b>	<b>-451</b>

# Overview & Scrutiny Committee

20 September 2016



<b>Title</b>	Joint Enforcement Team		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Jackie Taylor Group Head Neighbourhood Services		
<b>Cabinet Member</b>	Councillor Tony Mitchell	<b>Confidential</b>	No
<b>Corporate Priority</b>	Clean & Safe Environment		
<b>Recommendations</b>	<b>To note the work of the JET</b>		

## 1. Key issues

- 1.1 The Crime and Disorder Act 1998 places a statutory duty on councils to work in partnership with agencies, including the police to help prevent crime and disorder. In 2014 Management Team agreed to create 4 law enforcement posts to contribute towards Spelthorne's legal responsibility to work with and assist the police to enforce relevant Acts of Parliament, Council bye-laws and issue fixed penalty notices when required.
- 1.2 The 4 officers spend 50% of their time dealing with law enforcement issues and 50% supervising frontline service delivery.
- 1.3 The concept brings partners together and makes more efficient use of existing powers and resources both internally and externally and provides an enhanced customer responsive structure due to the creation of a more flexible law enforcement team.
- 1.4 The Joint Enforcement Team (JET) officers are accredited by the police and have powers delegated to them under the Community Safety Accreditation scheme (CSAS).
- 1.5 Work of the JET is fed into 4 separate groups
  - Borough based projects board - This tasking and co-ordinating group is made up of project leads from the local authority, partners and Surrey Police. This board is responsible for developing and agreeing the operational delivery of the JET at a local level, based on local needs and priorities.
  - Surrey-wide governance board - This board is made up of officer and member representatives from those boroughs with a JET along with project leads from Surrey Police and the Office of the Police and Crime Commissioner (PCC).

- Community safety board - members of the community safety board are provided with updates on the delivery of the JET, and look at operating models, lessons learnt, issues encountered, performance changes.
- Surrey chief executives and Surrey leaders' meetings - key stakeholders in broadening the delivery of the law enforcement pilot across further boroughs in the County.

## 2. Work of the JET

- 2.1 The Spelthorne team have been working in many different areas of enforcement since they became established. Their skills base is increasing as they take on more areas of enforcement.
- 2.2 The Council's primary objective of enforcement is to achieve regulatory compliance based on the principles of 'good' regulation. We recognise that prevention is better than cure. However where circumstances warrant, formal action will be taken. Officers have a wide range of delegated powers and will apply the provisions of the legislation in a way that is relevant and proportionate to the offence.
- 2.3 The JET work very closely with our own legal team to ensure that the best and most appropriate powers are used to deal with the relevant offence.
- 2.4 Initially there was an increase in the number of Fixed Penalty Notices (FPNs) that were issued by the JET but this has now reduced. There may be many reasons for this but various contributing factors could be:-
- The visibility of the uniformed officers and their vehicles
  - Publicity in all media forms of the team and their work
  - Publicity of offenders details who have been convicted of offences in court
  - Word of mouth
  - The improved response to reports & complaints
- 2.5 During 2016 the Joint Enforcement Team have dealt with the following issues:-

	Illegal Estate Agent Boards	Fly tips	Abandoned Vehicles	General Patrols	Illegal Moorings	Reports of Dog Fouling	Fixed Penalty Notices	Interventions
Jan	10	55	34	52	1	16	8	4
Feb	13	46	33	49	0	15	5	3
Mar	7	72	43	40	1	9	13	16
Apr	14	53	19	50	5	2	5	10
May	5	45	18	35	0	3	3	19
Jun	18	63	22	41	2	4	8	17
July	19	45	17	43	3	3	9	9

- 2.6 In addition to the general day to day issues the team have also spent a lot of time this year dealing with traveller incursions on Council owned land. During 2015 to date we have issued notices to both large and small groups of travellers in line with legal processes on 9 separate occasions. This process



is very time consuming and only prevents the travelling group from a no return on a specified area of land within a period of 3 months.

- 2.7 Earlier this year it was highlighted to us that we could take another form of action to prevent the travellers returning to anywhere in Spelthorne at any time, with the use of a Community Protection Notice (CPN). This process falls within the Anti-Social Crime and Behaviour Policing Act 2014 and we issued 3 notices to 3 separate groups of travellers following a park incursion in July 2016.
- 2.8 Failure to comply with a CPN is a criminal offence, liable on summary conviction to a fine, general arrest powers can also apply.
- 2.9 The court can also issue a seizure notice if the CPN is not complied with authorising the seizure of items that have been used in the offence of failing to comply with the CPN i.e. caravans, dogs, vehicles, quad bikes.
- 2.10 As this new process has only just started it is too early to be evaluated as the longer term effect of issuing the CPN will only be evident when action is taken against travellers who have already been issued with a notice, return to the borough.
- 2.11 The JET also take part in events organised by the Spelthorne Community Safety Team:-
  - (a) **Partnership action days (PADS)** -These events bring together many different partners and departments to have a multi-agency approach to engaging with the community and tackling criminality.
  - (b) **Junior Citizen event** -This annual event brings together pupils from local schools and key partners to learn important lessons on personal safety.
  - (c) **Senior Citizen events** -This annual event brings together older residents from across the borough to help safeguard the elderly community of Spelthorne.

### 3. Financial implications

- 3.1 The JET officers are on the payroll of and fully funded by Spelthorne Borough Council.
- 3.2 It is recognised however that since the JET was formed the PCC office have contributed financially towards operational items including, vehicles, body worn cameras, mobile data terminals and defibrillators.

### 4. Other considerations

When Surrey Police were located at the Council Offices at Knowle Green, Staines-upon-Thames, the two-way transaction of joint working and information sharing was significantly enhanced with benefits derived for both Surrey Police and Spelthorne Council. This allowed the Partnership to work smarter and more effectively. Since Policing in your Neighbourhood (PIYN) has been introduced within Surrey Police this relationship has deteriorated significantly.

**Background papers:** There are none

**Appendices:** There are none

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## Spelthorne Borough Council Cabinet Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Cabinet expects to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Cabinet which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

The members of the Cabinet and their areas of responsibility are:

Cllr I.T.E. Harvey	Leader of the Council	<a href="mailto:Cllr.harvey@spelthorne.gov.uk">Cllr.harvey@spelthorne.gov.uk</a>
Cllr A.C. Harman	Deputy Leader	<a href="mailto:Cllr.harman@spelthorne.gov.uk">Cllr.harman@spelthorne.gov.uk</a>
Cllr. M.M. Attewell	Community Wellbeing	<a href="mailto:Cllr.attewell@spelthorne.gov.uk">Cllr.attewell@spelthorne.gov.uk</a>
Cllr C. Barnard	Corporate Management	<a href="mailto:Cllr.barnard@spelthorne.gov.uk">Cllr.barnard@spelthorne.gov.uk</a>
Cllr N. Gething	Planning and Economic Development	<a href="mailto:Cllr.gething@spelthorne.gov.uk">Cllr.gething@spelthorne.gov.uk</a>
Cllr A.J. Mitchell	Environment and Compliance	<a href="mailto:Cllr.mitchell@spelthorne.gov.uk">Cllr.mitchell@spelthorne.gov.uk</a>
Cllr J.M. Pinkerton OBE	Housing	<a href="mailto:Cllr.pinkertonj@spelthorne.gov.uk">Cllr.pinkertonj@spelthorne.gov.uk</a>
Cllr H.R. Williams	Finance and Customer Services	<a href="mailto:Cllr.williams@spelthorne.gov.uk">Cllr.williams@spelthorne.gov.uk</a>

Whilst the majority of the Cabinet's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private where exempt and / or confidential information is due to be considered.

Representations regarding this should be made to [committee.services@spelthorne.gov.uk](mailto:committee.services@spelthorne.gov.uk)

Please direct any enquiries about this Plan to the Principal Committee Manager, Greg Halliwell, at the Council offices on 01784 446267 or e-mail [g.halliwell@spelthorne.gov.uk](mailto:g.halliwell@spelthorne.gov.uk)

**Published on 28 September**

## Spelthorne Borough Council

### Cabinet Forward Plan and Key Decisions for 28 September 2016 to 31 January 2017

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 28 Sep 2016	Outline Budget 2017/18 - 2020/21	It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 28 Sep 2016	Off Street Parking Order 2016  To approve the Off Street Parking Order 2016.	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation Portfolio Holder for Environment and Compliance
Cabinet 28 Sep 2016	Capital Monitoring	This is not a Key Decision	Public	Adrian Flynn, Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 28 Sep 2016	Revenue Monitoring	This is not a Key Decision	Public	Adrian Flynn, Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 28 Sep 2016	Disposal of Ashford multi-storey car park site	It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Private	Heather Morgan, Group Head - Regeneration and Growth Leader of the Council
Cabinet 28 Sep 2016	Catering at Staines Community Centre  To review the catering contract.	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Private	Janice Lowin Portfolio Holder for Community and Wellbeing

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 28 Sep 2016	Council Tax and Business Rates write-offs  To agree write-offs in respect of unpaid Council Tax and Business Rates.	This is not a Key Decision	Private	Linda Norman, Group Head - Finance and Customer Relations Portfolio Holder for Finance and Customer Services
Cabinet 23 Nov 2016	Surrey Flood Risk Strategy	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation Portfolio Holder for Environment and Compliance
Cabinet 23 Nov 2016	Proposals for devolution - Three Southern Counties Governance arrangements	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation Leader of the Council
Cabinet 23 Nov 2016	Contaminated Land Strategy  To agree the Strategy subject to consultation with statutory bodies.	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Environment and Compliance
Cabinet 23 Nov 2016	Provision of a contract framework for disabled facility grant works	It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Part public/part private	Tracey Willmott-French, Senior Environmental Health Manager Portfolio Holder for Housing
Cabinet 23 Nov 2016	Shepperton Site Options	This is not a Key Decision	Public	Heather Morgan, Group Head - Regeneration and Growth Portfolio Holder for Planning and Economic Development

Date of decision and decision maker	Matter for consideration	Why is this a Key Decision?	Decision to be taken in Public or Private	Lead Officer/ Cabinet Member
Cabinet 21 Dec 2016 Council 23 Feb 2017	Capital Programme 2017-2018	It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 21 Dec 2016	Treasury Management half-yearly report	This is not a Key Decision	Public	Ryan Maslen, Deputy Principal Accountant Portfolio Holder for Finance and Customer Services
Cabinet 25 Jan 2017 Council 23 Feb 2017	Revenue Budget 2017 - 2018	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 25 Jan 2017 Council 23 Feb 2017	Treasury Management Strategy Statement	It is likely to result in the Council incurring expenditure above or making savings of up to £164,000	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services
Cabinet 25 Jan 2017	Fees and Charges 2017-2018	It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive Portfolio Holder for Finance and Customer Services

Overview and Scrutiny Committee Work Programme 2016-2017

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
29 November 2016	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Budget Issues – 2017–2018/2018-2019	Terry Collier/Cllr Williams	To consider the issues for the Budget 2017-2018.
	3. Taxi Licensing	Dawn Morrison/ Cllr Mitchell	To review the Council's Taxi Licensing Policy.
	4. O&S Task Groups - update	Cllrs Capes and Francis	To receive updates on the work of the Parks and Communications Task Groups.
	5. Capital Monitoring Report	Terry Collier / Adrian Flynn / Cllr Williams	To receive and note the current Capital spend position.
	6. Revenue Monitoring Report	Terry Collier / Adrian Flynn/ Cllr Williams	To receive and note the current Revenue spend position.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

Overview and Scrutiny Committee Work Programme 2016-2017

<b>Date of Meeting</b>	<b>ISSUE</b>	<b>Lead Officer</b>	<b>Objectives</b>
17 January 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. O&S Task Groups - update	Cllrs Capes and Francis	To receive updates on the work of the Parks and Communications Task Groups.
	3. Capital Monitoring Report and projected outturn	Terry Collier / Adrian Flynn / Cllr Williams	To receive and note the current Capital spend position.
	4. Revenue Monitoring Report and projected outturn	Terry Collier / Adrian Flynn/ Cllr Williams	To receive and note the current Revenue spend position.
	5. Treasury Management half-yearly report	Terry Collier / Adrian Flynn/ Cllr Williams	To note the Treasury Management situation.
	6. Project Management update	Sandy Muirhead/Cllr Barnard	To receive an update on the status of current Council projects.
	7. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.



## Overview and Scrutiny Committee Work Programme 2016-2017

Date of Meeting	ISSUE	Lead Officer	Objectives
28 March 2017	1. Minutes	Chairman	To agree the minutes of the previous meeting.
	2. Parking in Ashford and Stanwell	Jackie Taylor/ Cllr Mitchell	To review arrangements for parking in Ashford and Stanwell
	3. Work Programme and Cabinet Forward Plan	Chairman / Terry Collier	To note the proposed work programme and consider issues of interest for the future work programme from the Forward Plan.

### Task Groups

Review of Council's Communications Strategy

**Members:** Cllr Capes (lead), Doran, Islam, Mooney

Review of parks and open spaces' bylaws and management of open spaces

**Members:** Cllr Francis (lead), Islam, Spoor

### Seminar for all members:

Councillor Williams and the Council's finance team to provide a short course on finance terminology and reading accounts.

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