

DUNDEE CITY COUNCIL

REPORT TO: POLICY AND RESOURCES POLICE, FIRE AND COMMUNITY
SAFETY COMMITTEE 13 MAY 2013

REPORT ON: SERVICE LEVEL AGREEMENT BETWEEN DUNDEE COMMUNITY
SAFETY PARTNERSHIP AND TAYSIDE POLICE – MONITORING
REPORT 2012-2013

REPORT BY: DIRECTOR, LEISURE AND COMMUNITIES

REPORT NO: 212-2013

1.0 PURPOSE OF REPORT

1.1 To provide the annual monitoring report for the period 2012-2013, seek approval for transferring the Service Level Agreement to Police Scotland and to continue funding for the final year of the agreement.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Note the contents of the monitoring report (see Appendix 1).
- 2.2 Approve the transfer of the Service Level Agreement from Tayside Police to its successor body, Police Scotland – Dundee Local Policing Area.
- 2.3 Approve continued funding of £215,000 for the year 2013-2014.

3.0 FINANCIAL IMPLICATIONS

3.1 The annual allocation of £215,000 is payable in arrears to Police Scotland subject to annual monitoring of performance. This allocation will be met in full from the Council's revenue budget.

4.0 BACKGROUND

- 4.1 A Service Level Agreement was established between the Dundee Community Safety Partnership and Tayside Police for the period 2008-2011. This was agreed by the Policy and Resources Committee on 23 June 2008 (Report No 327-2008).
- 4.2 The Service Level Agreement was extended from 1 April 2011 – 31 March 2014 by the Policy and Resources Committee on 25 October 2010. Report number 427-2010 refers to the delivery of the following services:
- 4.3 The Service Level Agreement requires Tayside Police to:
 - provide strategic assessments and community intelligence reports for the Dundee Community Safety Partnership and analysed reports for the Local Community Planning Partnerships
 - support for the development of the DUNCAN/Safety Retail Initiative
 - target the resources of the Police Community Impact Team towards the areas in need of most attention across the city

5.0 MAIN TEXT

5.1 Strategic Assessments/Community Intelligence

There are two Community Intelligence Analysts employed by the Police on behalf of

Dundee Community Safety partnership to provide analytical support and produce analytical documents for partners. Their work relates principally to supporting partners tackle low level crime and antisocial behaviour.

Details of the outcomes/outputs delivered in relation to this service area are detailed in Appendix 1.

5.2 DUNCAN//Safer Retail Initiatives

The Police have employed a DUNCAN Link Officer to support the development of information gathering and distribution to partner agencies to ensure the efficient management of the DUNCAN Project. The existing information sharing protocol has been updated and is awaiting sign off by the new Police Scotland.

Details of the outcomes/outputs delivered in relation to this service area are detailed in Appendix 1.

5.3 Community Intelligence Unit

The team are briefed as required and are deployed as a proactive Police Team to enforce antisocial behaviour legislation and is tasked to priority areas. Reports are submitted weekly for analysis. The teams work effectively with other partners to address issues. The work of the officers is intelligence led, much of which comes through the analysts. The teams have contributed to the overall reduction in crimes and reported antisocial behaviour and youth calls in Dundee as detailed in Appendix 1.

6.0 POLICY IMPLICATIONS

6.1 The work undertaken as a result of the Service Level Agreement has had a significant impact on the success in meeting the Single Outcome Agreement, Dundee Outcome 7, "Our communities will be safe and feel safe"; the successful outcomes reported in the Dundee Community Safety Partnership Strategy and Action Plan and in the Police Local Area Plan for Dundee.

6.2 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, and Risk Management.

An Equality Impact Assessment is attached to this Report.

7.0 CONSULTATION

The Chief Executive, Director of Corporate Services, Head of Democratic and Legal Services, Chief Superintendent (Police Scotland, Tayside) and the Director of City Development have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

The following background papers have been referred to in the preparation of this report:

- Dundee Single Outcome Agreement
- Dundee Community Safety Partnership Strategic Assessment
- Service Level Agreement between Dundee City Council and Tayside Police

Stewart Murdoch
Director, Leisure and Communities

**SERVICE LEVEL AGREEMENT - DUNDEE COMMUNITY SAFETY PARTNERSHIP / TAYSIDE POLICE
MONITORING REPORT 2012/13**

SERVICE LEVEL AGREEMENT BETWEEN DUNDEE COMMUNITY SAFETY PARTNERSHIP AND TAYSIDE POLICE
SERVICE AREA - DUNCAN LINK OFFICER
MONITORING PERIOD 2011-2012

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(1)The administrator shall develop a comprehensive understanding of the legal framework for intelligence gathering and distribution to the partnership agencies in order to ensure the efficient management of the Duncan Project.</p>	<p>(1)The Information Sharing Protocol (ISP) has been reviewed and re drafted with changes. This document awaits the formation of the Police Scotland in order to sign off from a police perspective</p>	<p>(1)A clearer understanding of the information to be distributed to the Duncan Project</p>	<p>(1)Information is processed appropriately onto the database.</p>	<p>(1)ISP awaits sign off by Police and DCC post 01.04.13</p> <p>Any query regarding data included or not included is considered or rectified as necessary. This process is audited by the Community Safety Sergeant.</p>
<p>(2)Within the data sharing protocols, co-ordinate and disseminate current relevant intelligence, enabling Tayside Police and the Council to maximise opportunities presented by anti-social behaviour legislation, to disrupt and minimise the impact of such behaviour on the Communities of Dundee.</p>	<p>(2)Monthly bulletins are being produced for both daytime and evening economies. A number of specific examples of modus operandi forwarded to the Duncan Project for dissemination to members. Warning letters and exclusions continue to be distributed.</p>	<p>(2)Continued support to members in relation to current offenders threats to business from particular modus operandi. E.g. counterfeit currency, purse dipping.</p> <p>Effective control of Duncan subjects through exclusion controls.</p>	<p>(2)Exclusion orders and warning letters.</p> <p>Bulletins forwarded to members.</p> <p>(2)Items prepared for inclusion to potential newsletter for retail economy.</p>	<p>(2)Link officer and other Police resources have delivered bulletins as per the agreed schedule.</p> <p>(2)Newsletter awaits development</p>
<p>(3)Co-ordinate and disseminate current intelligence to the Duncan members, regularly visiting their premises, holding meetings and building professional working relationships with the members.</p>	<p>(3)Regular visits made to Duncan members. Support to members offered through advance notice of particular crime trends and crime prevention advice.</p>	<p>(3)Members receive support through Duncan link visits. Materials delivered to retail members in respect of support for tackling counterfeit currency and other offences.</p>	<p>(3)Intelligence sharing recorded through the Duncan database.</p> <p>(3)Link officer weekly reports.</p>	<p>(3)Delivery of E bulletins for evening economy is a new development.</p>

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
			(3)Evening economy bulletins now delivered electronically.	
<p>(4)Co-ordinate and administer all information requests from the Duncan Project, maintain an audit trail of such requests and disseminate all information or intelligence through established data sharing protocols.</p> <p>(5)Identify opportunities to develop new data sharing protocols with statutory, commercial, voluntary and non-statutory bodies in line with the aims of the Community Intelligence Unit.</p> <p>(6)Audit Duncan Project folders to ensure they are adhering to data protection legislation including retail and evening economy members.</p> <p>(7)Assist in the collation and delivery of Duncan bulletins, exclusion notices and target lists. Liaise with Duncan Project personnel regarding the "Best Bar None" scheme and market same. Undertake assessment of premises for suitability of "Best Bar</p>	<p>(4)Requests from the Duncan team are administered and intelligence provided within the scope of the ISP.</p> <p>(5)Visits to potential members carried out to increase membership.</p> <p>(6)A co-ordinated visit is in progress. Deficiencies are pointed out to members and communicated back to the Duncan team for support.</p> <p>(7)Duncan bulletins have been collated and delivered. Exclusion notices are disseminated through the bulletins.</p>	<p>(4)Members receive specific data to assist crime prevention (e.g SPAR chain). Organised through data sharing request from Duncan team through the Link Officer. Requests are audited through e-mail exchange and database enquiry.</p> <p>(5)Potential members identified and forwarded as potential new members to the Duncan team.</p> <p>(6)Ongoing audit of members files.</p> <p>(7)Duncan members remain in a position able to identify and deal with active criminals through the distribution of bulletins.</p>	<p>(4)An electronic record of requests for intelligence is maintained.</p> <p>(4)Requests are audited.</p> <p>(5)Information sharing between Link and Duncan Team</p> <p>(6)Duncan project folders.</p> <p>(7)Production of bulletins.</p>	<p>(5)Any potential member has been highlighted to co-ordinator</p> <p>(6)Annual audit undertaken.</p> <p>(7)Link officer now trained to undertake BBN assessments and contributed in 2012 to agreed schedule of assessments.</p>

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
None" scheme.	(7)Best Bar None assessments have been undertaken along with other Tayside Police officers.	(7)Evening economy premises are better informed and placed to deal with crime and anti-social behaviour issues.	(7)Better awareness of crime issues and confidence by evening economy staff. Safer premises.	
<p>(8)To attend briefings and appraisal meetings with Duncan Project personnel to share information and highlight areas of concern.</p> <p>(9)Participate in the delivery of the Hard Target and BIIAB Training for Duncan members.</p>	<p>(8)Fortnightly meetings arranged. Police in attendance.</p> <p>(9)City centre police officers deliver this function with a limited input from the Link officer (currently).</p>	<p>(8)Better information sharing, prioritising of tasks and support for the Duncan project.</p> <p>(9)Target hardening has taken place with a number of Duncan members.</p>	<p>(8)Better co-ordination of work. Meetings are minuted and distributed.</p> <p>(9)Details of activity held by city centre police officers.</p>	<p>(8)Link officer is currently not attending team meetings.</p> <p>Police supervisor currently attending along with City Centre Community Sergeant.</p> <p>(9)Further development needed in this area for the Link officer to support Duncan and the city centre police officers.</p>

**SERVICE LEVEL AGREEMENT BETWEEN DUNDEE COMMUNITY SAFETY PARTNERSHIP AND TAYSIDE POLICE
SERVICE AREA - COMMUNITY INTELLIGENCE ANALYSIS
MONITORING PERIOD 2011-2012**

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(10)Tayside Police will employ a Community Intelligence Analyst to research and report antisocial behaviour.</p> <p>(11)The Analysts shall provide strategic and operational analysis of antisocial behaviour and provide high quality analytical reports to support the Community Safety Partnership.</p> <p>(12)The Analysts shall produce analytical reports for each neighbourhood in relation to antisocial behaviour to inform decision making of Tayside Police, the Council and members of Dundee Community Safety Partnership.</p>	<p>(10)2 Community Intelligence Analysts are in post and operate on behalf of the Dundee Community Safety Partnership and Tayside Police.</p> <p>(11)Monthly CSP Tactical Assessment The analysts provide a monthly CSP tactical assessment document</p> <p>(12)Quarterly LCPP Document Anti social behaviour reports produced quarterly for all LCPP areas to highlight antisocial behaviour.</p>	<p>(10)Information on of anti-social behaviour in Dundee is regularly passed to the Dundee City Council Anti Social Behaviour Team and Community Safety Partnership Operational meeting.</p> <p>(11)Document provides detailed analysis in relation to YCA, alcohol related disorder, anti-social use of motorcycles, drug paraphernalia, fires, vandalism, acquisitive crime and serious and violent crime.</p> <p>(12)Quarterly reports are produced with the use of graphs, tables and photographs to illustrate the content of the document. Detailed analysis is provided to each LCPP area relating to issues within that area. The report drives the business of the LCPP.</p>	<p>(10)Information forwarded through regular reporting and discussed at CSP operational meetings.</p> <p>(11)Document produced throughout the year and openly discussed to direct the CSP operational group meetings.</p> <p>(12)This report has been produced throughout the year and is openly discussed and analysed at each LCPP meeting.</p>	

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(13)Tayside police will appoint the Analyst for a three year fixed term period to form part of the Community Intelligence Unit. The Analyst shall be employed and managed by Tayside Police and shall be based at Tayside Police Headquarters, West Bell Street, Dundee.</p>	<p>(13)This has taken place and analysts remain in post.</p>	<p>(13)Analysts remain in post managed through the Community Intelligence Unit.</p>	<p>(13)Analysts continue to provide an analytical product based on intelligence from the CIU.</p>	<p>(13)Analysts along with CIU colleagues about to co-locate to Lochee Housing Office.</p>
<p>(14)The Analysts will undertake systematic analysis of reported antisocial behaviour to the police, Council and members of the Dundee Community Safety Partnership and provide regular reports and updates to the Council and its community safety partners.</p>	<p>(14)Community Safety Partnership Strategic Assessment Document The analysts produced a Community Safety Partnership Strategic Assessment document providing analysis and an overview of the main issues affecting the city of Dundee in respect of community safety issues.</p>	<p>(14)Reports produced for the CSP strategic group to assist with direction of resources to tackle antisocial behaviour. Highlights</p>	<p>(14)Reports produced actively discussed at CSP strategic group meetings.</p>	
<p>(15)The Analysts shall undertake research and analysis as tasked by the Council and members of Dundee Community Safety Partnership, to identify longer term issues for inclusion in the Community Safety Document as outlined in the National Intelligence Model.</p>	<p>(15)Requests for analysis from CSP partner agencies Analytical products have been supplied to partners on request.</p>	<p>(15)Reports produced for DCC Housing, Youth and Community work, Tayside Police, ADP, Some examples; 1.E Safety Strategic Assessment fro CSP 2. Sports development study re YCA calls in Dawson park and link to midnight football sessions. 3. Dundee Focus on Alcohol – study to examine the current intelligence and information regarding supply of alcohol to</p>	<p>(15)Information contained in reports is actively discussed throughout the CSP members and has formed the basis fro strategic and operational plans.</p>	

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(16) The analyst will maintain the security and confidentiality of all intelligence in accordance with the Tayside Police guidelines.</p> <p>(17) Undertake presentations to the Dundee Community Safety Partnership relative to the analysis of intelligence.</p> <p>(18) Attend meetings where necessary to provide or receive information, relevant to the process and outcomes of analysing national and local information.</p>	<p>(16) Analysts work with and retain restricted information in line with MOPI guidelines and are data compliant in their processes</p> <p>(17) Analysts regularly attend CSP operational group meetings providing information to partners. SIME group also has a representation.</p> <p>(18) Analysts meet with partners to discuss requested analytical products</p>	<p>juveniles. This assisted in identifying the direction of a local campaign.</p> <p>4. HIMAP – Hate incident multi agency partnership quarterly reports.</p> <p>5. Bogus caller profile – work carried out to inform Trading Standards on current issues knowledge around this aspect of criminal activity.</p> <p>6. Begging profile – Highlighted current issues and begging activity for Maryfield LCPP</p> <p>(16) Analysts providing material relevant to the purpose of meetings.</p>	<p>(16) Work is audited by Community Safety Sergeant.</p> <p>(17) Minuted attendance of analysts at meeting. Priorities set and tasks allocated.</p>	

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
	<p>(19)Daily Community safety Report – to both Police and CSP</p> <p>(20)Repeat Caller Process Process is driven by analytical work to identify repeat victims.</p> <p>(21)Update of spreadsheets Various spreadsheets are maintained on a regular basis to capture information relating to areas of CSP activity primarily concerning anti social behaviour.</p> <p>(22)Monthly police TTCG document Analysts are responsible for compiling a section of this document relating to antisocial behaviour and associated crime.</p>	<p>(19)Product delivered to assist direction of CSP matters on a daily basis.</p> <p>(20)Repeat callers receive support from CSP partners. Forms a management tool for ongoing enquiries to support the process and identify a solution to the problem. Identifies hotspots.</p> <p>(21)Accurate and up to date information is held in relation to YCA, vandalism, drug paraphernalia, prostitution, drug overdoses, alcohol recoveries and the youth register.</p> <p>(22)This report is the main document for directing the activities of the police over the forthcoming month. Information within the report is shared with partner agencies to direct their activities also.</p>	<p>(19)ASBT use information from this to open case work. Community Wardens arrange patrols and activity through this product.</p> <p>(20)Repeat callers now mainstream business for community police officers in Dundee. Database maintained of created profiles and enquiries and support.</p> <p>(21)Information is fed into the monthly TTCG document which is used to direct both police and CSP resources to tackle antisocial behaviour in Dundee.</p> <p>(22)Links to the CSP operational group and partner agency activities. There is a link between police CIU and partners focussed on the details of this report and recorded through information sharing processes.</p>	<p>(19)Daily report being produced for both Police and the new CSP co-location Hub at present.</p> <p>(20)Repeat Callers are now moving to a new database application on a pilot study. It is anticipated that this will provide a more efficient management method and improve response and ultimately results.</p>

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(23) Make the best use of technology, to keep abreast of new analytical methods, and ensure correct operation and compliance with force and legal requirements and budgetary constraints.</p>	<p>(23) Analysts are supplied with suitable IT equipment to carry out their role.</p> <p>(24) Training needs are addressed in respect of role development.</p>	<p>(24) Attendance at SCIAT courses at SPC.</p>	<p>(24) Record of course and training attendance maintained on personal file on SCOPE application.</p>	

SERVICE LEVEL AGREEMENT BETWEEN DUNDEE COMMUNITY SAFETY PARTNERSHIP AND TAYSIDE POLICE
SERVICE AREA - COMMUNITY INTELLIGENCE UNIT
MONITORING PERIOD 2011-2012

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(25) Members of the Tayside Police, Antisocial Behaviour Team shall be fully conversant with the Dundee Antisocial Behaviour Strategy.</p> <p>(26) Be fully conversant with and implement the legislation contained within the Antisocial Behaviour (Scotland) Act, 2004.</p> <p>(27) Through application of the National Intelligence Model and the daily and fortnightly Tactical Tasking and Co-ordinating Group identify antisocial behaviour issues and create pro-active policing solutions.</p> <p>(28) Produce a fortnightly report indicating activity, analysis and results.</p> <p>(29) Develop a working relationship with Dundee City Council Community Safety Wardens, Antisocial Behaviour Team and Night Time Noise Team.</p>	<p>(25) Team are briefed on legislation</p> <p>(26) ASB enforcement takes place and legislation is utilised</p> <p>(27) Team is tasked to priority areas.</p> <p>(28) Weekly Report submitted.</p> <p>(29) Where these teams are part of the solution, ongoing partnership work takes place.</p>	<p>(25) Proactive Police team Deployed to enforce ASB legislation</p> <p>(26) Proactive Police team in place utilising ASB legislation</p> <p>(27) Problem solving Policing approaches take place in Priority areas.</p> <p>(28) Weekly report submitted</p> <p>(29) Effective partnership working</p>	<p>(25) knowledge check by supervision)</p> <p>(26) Weekly report submitted to management detailing activity.</p> <p>(27) Weekly report Submitted to management Detailing activity</p> <p>(28) Weekly Reports recorded.</p> <p>(28) weekly Reports</p>	<p>Examples of weekly reports can be sanitised for scrutiny if required.</p> <p>(29) This area can be enhanced when the Co-location Project takes place at Lochee.</p>

Service Areas	What Has Been Delivered (Outputs)	What Has Been Achieved (Outcomes)	How Do We Know (Evidence)	Comments
<p>(30) Work closely with the Community Intelligence Analyst and identify patterns of criminality and antisocial behaviour particularly:</p> <ul style="list-style-type: none"> • drunken and alarming conduct; • vandalism; • antisocial behaviour including the use of motor vehicles; • prostitution; • substance misuse in public places and identifying emerging behaviour patterns and drug hotspots. 	<p>(30) Officers are intelligence led, generated by community analysts to tackle ASB, Crime and other issues within Regeneration areas, for example Lochee and Stobswell.</p>	<p>(30) The team has contributed to the overall reduction in groups 1-4 crime across Dundee, reported ASB and YCA.</p>	<p>(30) Crime Stats.</p>	

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment

Part 1

Date 11 April 2013	Title Service Level Agreement between Dundee City Council and Tayside Police – Monitoring Report 2012-2013
Is this a new document?	Is this an existing document under review? x
Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Dundee Community Safety Partnership Strategic Assessment
What is the description of the policy, procedure or strategy?	The allocation of Community Safety Partnership Commissioning Budget against priorities
What is the intended outcome of this policy, procedure or strategy?	Community Safety Partnership funding will be allocated on an intelligence led basis against the priorities.
Which individuals are responsible for undertaking Equality and Diversity Impact Assessment?	Community Safety Manager

Part 2

Which groups of the population will be positively or negatively affected by this policy, procedure or strategy?

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender including transgender people	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with a disability	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

Equality and Diversity Rapid Impact Assessment

<p>a) Have any positive impacts been identified?</p> <p><i>We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another.</i></p>	<p>If yes please give further details</p> <p>Yes, reduction in low level crime and antisocial behaviour.</p>
<p>b) Have any negative impacts been identified?</p> <p><i>Based on direct knowledge, published research, community involvement, customer feedback etc</i></p> <p><i>If unsure seek advice.</i></p>	<p>If yes please give further details</p> <p>N/A</p>
<p>c) What action is proposed to overcome any negative impacts?</p> <p><i>If you identify a negative impact that cannot be eliminated by amending or replacing the policy it would then be necessary to seek legal advice.</i></p>	<p>Please give details</p> <p>N/A</p>
<p>d) Consultation or involvement which has informed this assessment.</p>	<p>Please give details</p> <p>Consultation with Police and partners. Analytical products.</p>
<p>e) Is there a need to collect further evidence?</p>	<p>If yes please give further details including how you gather further evidence.</p> <p>Not at this stage.</p>
<p>f) How will the policy be monitored ?</p>	<p>Please give details</p> <p>By the Community Safety Partnership presenting annual monitoring reports to the Police, Fire and Community Safety Committee of Dundee City Council.</p>

Part 4**Department**

Chief Executive's Department, Communities and Policy Division

Type of Document

Human Resource Policy	
General Policy	
Strategy/Service	x
Change Papers/Local Procedure	
Guidelines and Protocols	
Other	

Contact Information

Manager Responsible		Author Responsible	
Name	Neil Gunn	Name	Liz Kay
Designation	Head of Service	Designation	Community Safety Manager
Base	Central Library	Base Office	Community Safety Hub, West District Housing
Telephone	01382 307464	Telephone	01382 436421
Email	neil.gunn@dundeecity.gov.uk	Email	liz.kay@dundeecity.gov.uk

Signature of author of the policy, procedure or strategy:

Head of Department and Service area:

Date of next review: April 2014