

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 23 June 2008

REPORT ON: Service Level Agreement with Dundee Community Safety Partnership/Tayside Police

REPORT BY: Head of Community Learning & Development/Co-Chairperson Dundee Community Safety Partnership

REPORT NO: 327-2008

1.0 PURPOSE OF REPORT

1.1 To seek approval of the draft Service Level Agreement between Dundee City Council and Tayside Police for the provision of services related to the reduction of antisocial behaviour and provision of community safety related intelligence for the task led deployment of resources.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

2.1 agree the attached Service Level Agreement between Dundee City Council and Tayside Police from 1 April 2008 until 31 March 2011 for the provision of the following services:

- provision of community intelligence strategic and localised community safety reports and analysis.
- police support to the DUNCAN city centre retail crime reduction initiative.
- dedicated antisocial behaviour police support unit
- provision of mobile CCTV vehicle deployment

2.2 approve a Service Level Agreement with Tayside Police subject to annual satisfactory provision of the Service Specification contained in Appendix 1.

3.0 FINANCIAL IMPLICATIONS

3.1 The Agreement will involve an annual payment of an agreed sum of £215,000 which will be met from the Council's Community Safety budget for 2008-2011 split as follows:

- | | |
|--|----------|
| ▪ Community Intelligence Unit | £ 75,000 |
| ▪ DUNCAN Link Officer | £ 25,000 |
| ▪ CCTV Mobile Driver | £ 25,000 |
| ▪ Antisocial Behaviour Police Hotspot Team | £ 90,000 |

4.0 MAIN TEXT

4.1 The services related to the antisocial behaviour local outcome agreement to 31 March 2008 identified under Paragraph 2.1 have received continued funding within the allocation of budget 2008-2009 from the Scottish Government.

4.2 Discussions have taken place with the Divisional Commander Tayside Police, Central Division command team to establish how both Police and the Council can continue to maintain these services post 31 March 2008.

- 4.3 The result of these discussions has increased the input of technical analytical staff to strategic intelligence mapping evaluation and forecasting which will allow a more secure basis to allocate/deploy resources.

This condition is part of the Scottish Government's recommended guidance for statutory community safety strategic planning.

- 4.4 Appendix 1 outlines the detail of contracted services from Tayside Police for the period 2008-2011. All services will be subject to regular and ongoing annual evaluation and monitoring. Council staff from various Departments will work collaboratively to continue to enhance the output and effect of these services and their contribution to Council antisocial behaviour strategies.
- 4.5 A separate data sharing protocol is being delivered to cover working arrangements related to the ongoing development of data access, security, retention and use.

5.0 POLICY IMPLICATIONS

- 5.1 There are no adverse policy implications in respect of Strategic Environment Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.
- 5.2 Post 1 April 2008 this Service Level Agreement will contribute to the following policy and strategic priorities:
- Outcomes 9/10/11 Single Outcome Agreement Scottish Government/Dundee City Council.
 - The Council Plan 2007-2011 Building Stronger Communities/Community Safety Pages 12/13.
 - Leisure & Communities Service Plan 2007-2011 Community Safety Pages 47/48.

6.0 CONSULTATION

- 6.1 Internal
The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report and are in agreement with its contents.
- 6.2 External
The Divisional Commander Tayside Police Central Division is in agreement with the contents of this report.

7.0 BACKGROUND PAPERS

- 7.1 None

**A D BOFFEY
HEAD OF COMMUNITY LEARNING & DEVELOPMENT/CO-CHAIRPERSON DUNDEE
COMMUNITY SAFETY PARTNERSHIP
29 MAY 2008**

**DUNDEE COMMUNITY SAFETY PARTNERSHIP
TAYSIDE POLICE – COMMUNITY INTELLIGENCE ANALYST**

SERVICE LEVEL AGREEMENT

between

DUNDEE CITY COUNCIL, a Local Authority constituted by the Local Government etc (Scotland) Act 1994 and having its principal offices at City Chambers, City Square, Dundee, the lead organisation in the Dundee Community Safety Partnership (hereinafter referred to as “**the Council**”)

and

TAYSIDE POLICE, a police force constituted by the Police (Scotland) Act 1967 and having its principal office at Tayside Police Headquarters, West Bell Street, Dundee, (hereinafter referred to as “**Tayside Police**”)

The Council and Tayside Police have entered into a Service Level Agreement dated 01 April, 2008, (hereinafter referred to as “the SLA”) in relation to the provision of a Community Intelligence Analyst to research and report on antisocial behaviour, and the Council on behalf of Dundee Community Safety Partnership has obtained funding from the Scottish Executive to tackle antisocial behaviour over the period 2008 – 2011 (£75,000 2008-2009).

NOW THEREFORE the parties agree and have agreed to the SLA as follows:

1. Tayside Police will employ a Community Intelligence Analyst to research and report antisocial behaviour.
2. The Analysts shall provide strategic and operational analysis of antisocial behaviour, and provide high quality analytical reports to support the Community Safety Partnership. .
3. 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.
4. 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.
5. The Analysts will undertake systematic analysis of reported antisocial behaviour to the police, Council and members of Dundee Community Safety Partnership and provide regular reports and updates to the Council and its community safety partners. 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.
6. The analyst will maintain the security and confidentiality of all intelligence in accordance with the Tayside Police guidelines.
7. Undertake presentations to the Dundee Community Safety Partnership relative to the analysis of intelligence.

8. Attend meetings where necessary to provide or receive information, relevant to the process and outcomes of analysing national and local information.
9. 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.

The service will continue from 1st April 2008 for a period of three years.

Funding of the service for a further period will be dependent on progress towards antisocial behaviour local outcome targets as determined by the Scottish Executive and evaluation of the service by Dundee Community Safety Partnership and reviewed at 1st April 2011 by the Partnership.

No source of funding has been identified to extend provision of the service beyond 31st March 2011 and therefore in any event the service will end on this date.

The SLA and shall continue in full force but for the amendments and variations herein agreed IN WITNESS WHEREOF these presents typewritten on this and the two preceding pages are executed as follows -

They are sealed with the Common Seal and signed for and on behalf of Dundee City Council at Dundee by;

Signed
(Authorised Signatory)

Name
Position
Date

For and on behalf of Tayside Police at by

Signed
(Director/Company Secretary/Authorised Signatory/Witness)

.....
(Director/Company Secretary/Authorised Signatory)

Name
Position
Date

Name
Position
Date

**DUNDEE COMMUNITY SAFETY PARTNERSHIP
TAYSIDE POLICE – ANTI SOCIAL BEHAVIOUR TEAM**

SERVICE LEVEL AGREEMENT

between

DUNDEE CITY COUNCIL, a Local Authority constituted by the Local Government etc (Scotland) Act 1994 and having its principal offices at City Chambers, City Square, Dundee, the lead organisation in the Dundee Community Safety Partnership (hereinafter referred to as “**the Council**”)

and

TAYSIDE POLICE, a police force constituted by the Police (Scotland) Act 1967 and having its principal office at Tayside Police Headquarters, West Bell Street, Dundee, (hereinafter referred to as “**Tayside Police**”)

The Council and Tayside Police have entered into a Service Level Agreement dated 01 April, 2008, (hereinafter referred to as “the SLA”) in relation to the provision of an Anti Social Behaviour Team, and the Council on behalf of Dundee Community Safety Partnership has obtained funding from the Scottish Executive to tackle antisocial behaviour over the period 2008 – 2011 (£25,000 2008-2009).

NOW THEREFORE the parties agree and have agreed to the SLA as follows:

1. Members of the Tayside Police, Anti Social Behaviour Team shall be fully conversant with the Dundee Anti Social Behaviour Strategy.
2. Be fully conversant with and implement the legislation contained within the Anti Social Behaviour (Scotland) Act, 2004.
3. Through application of the National Intelligence Model and the daily and fortnightly Tactical Tasking and Co-ordinating Group identify anti social behaviour issues and create pro-active policing solutions.
4. Produce a fortnightly report indicating activity, analysis and results.
5. Develop a working relationship with Dundee City Council Community Safety Wardens, Anti Social Behaviour Team and Night Time Noise Team.
6. Work closely with the Community Intelligence Analyst and identify patterns of criminality and anti social behaviour particularly;

Drunken and alarming conduct

Vandalism

Anti social behaviour including the use of motor vehicles

Prostitution

Substance misuse in public places and identifying emerging behaviour patterns and drug hotspots

The service will continue from 1st April 2008 for a period of three years.

Funding of the service for a further period will be dependent on progress towards antisocial behaviour local outcome targets as determined by the Scottish Executive and evaluation of the service by Dundee Community Safety Partnership and reviewed at 1st April 2011 by the Partnership.

No source of funding has been identified to extend provision of the service beyond 31st March 2011 and therefore in any event the service will end on this date.

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Name
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Name
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**DUNDEE COMMUNITY SAFETY PARTNERSHIP
TAYSIDE POLICE – MOBILE CCTV OPERATOR**

SERVICE LEVEL AGREEMENT

between

DUNDEE CITY COUNCIL, a Local Authority constituted by the Local Government etc (Scotland) Act 1994 and having its principal offices at City Chambers, City Square, Dundee, the lead organisation in the Dundee Community Safety Partnership (hereinafter referred to as “**the Council**”)

and

TAYSIDE POLICE, a police force constituted by the Police (Scotland) Act 1967 and having its principal office at Tayside Police Headquarters, West Bell Street, Dundee, (hereinafter referred to as “**Tayside Police**”)

The Council and Tayside Police have entered into a Service Level Agreement dated 01 April, 2008, (hereinafter referred to as “the SLA”) in relation to the provision of a Mobile CCTV Operator to provide an efficient service with regard to the operation of the Mobile CCTV system. The Council on behalf of Dundee Community Safety Partnership has obtained funding from the Scottish Executive to tackle antisocial behaviour over the period 2008 – 2011 (£90,000 2008-2009).

NOW THEREFORE the parties agree and have agreed to the SLA as follows:

1. To research and have knowledge of the daily tasking document, to identify crimes and locations of anti social behaviour which require the attention of the mobile CCTV unit.
2. Monitor mobile CCTV screens and operating equipment to provide clarification of particular incidents of crime and anti social behaviour.
3. Liaise with the Crime Management Unit and the Duty Operations Inspector regarding current or emerging crime trends and anti social behaviour hotspot areas.
4. Obtain information and complete reports regarding incidents attended.
5. Undertake requests from the Force Control Room staff and operational officers in respect of monitoring incidents with the mobile CCTV unit.
6. Maintain a library of all recordings from the mobile CCTV system and administration support in respect of such systems.
7. Comply with the Force Code of Practice in relation to the security of video and digital recordings and any other recorded images.
8. Produce hard copies of recorded images of evidence as requested.
9. Provide advice, assistance or training to staff on the use and applications of the mobile CCTV system.
10. Deliver presentations on the use and operational effectiveness of the mobile CCTV system to police staff and community safety partners.

The service will continue from 1st April 2008 for a period of three years.

Funding of the service for a further period will be dependent on progress towards antisocial behaviour local outcome targets as determined by the Scottish Executive and evaluation of the service by Dundee Community Safety Partnership and reviewed at 1st April 2011 by the Partnership.

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.....
(Director/Company Secretary/Authorised Signatory)

Name
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Date

Name
Position
Date

**DUNDEE COMMUNITY SAFETY PARTNERSHIP
TAYSIDE POLICE – COMMUNITY INTELLIGENCE ADMINISTRATOR (DUNCAN
INITIATIVE)**

SERVICE LEVEL AGREEMENT

between

DUNDEE CITY COUNCIL, a Local Authority constituted by the Local Government etc (Scotland) Act 1994 and having its principal offices at City Chambers, City Square, Dundee, the lead organisation in the Dundee Community Safety Partnership (hereinafter referred to as “**the Council**”)

and

TAYSIDE POLICE, a police force constituted by the Police (Scotland) Act 1967 and having its principal office at Tayside Police Headquarters, West Bell Street, Dundee, (hereinafter referred to as “**Tayside Police**”)

The Council and Tayside Police have entered into a Service Level Agreement dated 01 April, 2008, (hereinafter referred to as “the SLA”) in relation to the provision of a Community Intelligence Administrator to co-ordinate and disseminate intelligence under established data sharing protocols with the Duncan Project, and other statutory, non-statutory and voluntary agreements. The Council on behalf of Dundee Community Safety Partnership has obtained funding from the Scottish Executive to support the Duncan Project over the period 2008 – 2011 (£25,000 2008-2009).

NOW THEREFORE the parties agree and have agreed to the SLA as follows:

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.
2. Within the data sharing protocols, co-ordinate and disseminate current 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.
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.
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.
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.
6. Audit Duncan Project folders to ensure they are adhering to data protection legislation including retail and evening economy members.
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 None’ scheme.

8. To attend briefings and appraisal meetings with Duncan Project personnel to share information and highlight areas of concern.
9. Participate in the delivery of the Hard Target and BIIAB Training for Duncan members.

The service will continue from 1st April 2008 for a period of three years.

Funding of the service for a further period will be dependent on progress towards antisocial behaviour local outcome targets as determined by the Scottish Executive and evaluation of the service by Dundee Community Safety Partnership and reviewed at 1st April 2011 by the Partnership.

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