

**REPORT TO: POLICY AND RESOURCES COMMITTEE – 28 JANUARY 2002**  
**REPORT ON: DUNDEE COMMUNITY SAFETY AWARD PROGRAMME – 2002-2005**  
**REPORT BY: DIRECTOR, NEIGHBOURHOOD RESOURCES AND DEVELOPMENT**  
**REPORT NO: 71-2002**

## **1.0 PURPOSE OF REPORT**

- 1.1 To seek Committee approval for additional funding bids from the Scottish Executive for the period 2002-2005 under criteria outlined in the Revised Funding Arrangements Community Safety Award Programme.

## **2.0 RECOMMENDATIONS**

It is recommended that the Committee:

- 2.1 welcome the formulated award to the Dundee Community Safety Partnership of £130,646 per annum for the 3 years 2002-2005 which will assist the advancement of community safety priorities identified within Dundee in Partnership – The Community Plan 2001/2006.
- 2.2 approve the annual Action Plan to the Executive for 2002-2003 for submission by 31 January 2002 (see Appendix 1).
- 2.3 authorise the Community Safety Partnership to disperse allocated sums to meet the key themes identified by the Scottish Executive as outlined in Appendix 1 of the bid once the annual Action Plan is approved.
- 2.4 report annually to Committee on the dispersal of funds to commissioned and grant aided activities funded from the bid.
- 2.5 approve the preparation of annual Action Plans for the financial years 2003-2004 and 2004-2005 to meet timescales set by the Scottish Executive.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The proposals set out in Appendix 1 will be met from funding from the Scottish Executive. In addition, the Executive will decide annually on a variable grant to the Council based on the content and evaluation of our funding bid. This additional allocation will be determined in March 2002 based on an assessment of the quality of the bid.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 The Community Safety Strategy and Action Plans seek to promote the creation of a safer environment for all citizens of Dundee.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The various dimensions of the Council's Equal Opportunities Policy will continue to be given specific attention by the Strategy particularly relevant priorities arising from the Equality Action Plan.

## **6.0 BACKGROUND**

- 6.1 Report No 37-2001 dated 8 January 2001 approved the Dundee Community Safety Strategy and Action Plans for the period 2000-2002. These documents were endorsed by all Partnership agencies and provided the basis of the Community Safety theme in the Dundee in Partnership – The Community Plan 2001-2006 approved on 15 October 2002 under Report No 661-2001.
- 6.2 Dundee Community Safety Partnership has been approved as the vehicle for the co-ordination of community safety for the above planning mechanisms and due attention is given to the agreed Dundee Drug and Alcohol Action Team Corporate Plan 2002-2003 “Tackling Drug Abuse” with regard to guidance on strategic drug/alcohol related issues.
- 6.3 The Scottish Executive have advised the Council that external funding can be made available to the Council to advance the work of the Community Safety Partnership for the period 2002-2005 split into 2 award sections as follows:

Formulated Award (80% allocation)	£130,646 per annum
Variable Award (20% maximum allocation)	to be assessed by March 2002

Both awards are subject to the Council submitting a funding application which reflects (a) their commitment to advancing the Community Safety Partnership strategic and operation plans (b) the articulation with the key themes identified in Section 3 of the Application Guidance Notes for Community Safety Partnerships (see Appendix 2) and (c) complying with prescribed monitoring and evaluation requirements outlined by the Scottish Executive and Audit Scotland.

- 6.4 There is a ring-fenced allocation of 18% (£23,516) of the formulated award which must be allocated to measures which tackle drug related crime.
- 6.5 Whilst monies may be spent on CCTV related activity the guidance notes expressly advise that bids weighted too heavily to CCTV will score badly in the variable award assessment. They indicate that the preferred bidding with reference to CCTV should be used for consolidation and integration or the intelligent growth of new systems.

## **7.0 THE DRAFT BID**

- 7.1 Appendix 1 outlines the Council's core bid for the period 2002-2003 and ongoing fixed elements for 2003-2005.
- 7.2 The ring-fenced specifics of the bid will be determined in consultation with the Drugs & Alcohol Team and Tayside Police.
- 7.3 The core staffing proposal to appoint dedicated community safety workers (1 FTE) and support clerical assistance will complement the Council's application for funding under the Better Neighbourhood Services Fund. This will offer community based support to voluntary organisations, statutory agencies and Council Departments promoting community safety activity which meets the funding criteria.

After 5 years support from Tayside Police via a seconded Community Police Officer the Chief Constable has indicated his intention to relocate this resource and replace support from a wider range of officers delivering local and divisional services.

One of the Community Safety Partnership's agreed key objectives is to offer local community safety groups, including Beacon Management Groups, access to community

safety ongoing support to encourage local community involvement solutions to local issues/problems.

The proposals offer additionality which will result in a 0.5 FTE dedicated worker to East, Central and West areas of the City.

These workers will develop services in close collaboration with the Community Safety Partnership, local Neighbourhood Service Teams and relevant community organisations.

- 7.4 The Community Plan and Community Safety Plan requires to be customised to reflect local geographical area needs and priorities and an allocation has been earmarked to allow Community Safety Workers to undertake this analysis and commission activity to meet emerging needs within the overall award criteria. In addition to commissioning resources, a small grant aid award scheme is proposed to deliver pump-priming resources (maximum £500) to groups who wish to innovate or deliver local services of a community safety nature. This allocation will also extend to administrative support to local community safety constituted groups.

It is proposed that the Partnership be authorised to award grants up to £500 per award meeting the criteria of the Scottish Executive key planning themes. A full description of awards granted will be reported to Committee annually.

- 7.5 The Scottish Executive requires the Partnership to bring forward a monitoring and evaluation plan for the bid proposals together with a report by mid 2004 and this requires the development and analysis of a wide range of statistical data and customer perception feedback. The Council and partners are engaged in compiling a range of information but this is fragmented and needs to be developed to be used to forecast need and evaluate effectiveness. Provision of resources to assist in this aspect of the bid requirements have been identified.
- 7.6 The bid period is over 3 years and priorities may require modification and amendment. The division of the formulated award bid into a core and commissioning allocation allows a degree of flexibility to meet changing needs. It also honours the agreed priorities already identified and allows the full Partnership to bring forward proposals which will result in services at community level.

## **8.0 CONCLUSION**

- 8.1 The Scottish Executive will wish to see results and improvements related to the key priorities and objectives of the Community Safety Partnership Strategic Plan Paras 5.1 and 5.2 and the Executive's key themes for funding. This funding application seeks to steer a middle course to allow as many partners access and involvement in the resource allocation.

## **9.0 CONSULTATION**

### **9.1 External**

This Report has been subject to consultation with the parties represented on Dundee Community Safety Partnership.

### **9.2 Internal**

The Chief Executive and all relevant Council Departments have been consulted on the content of this Report.

**10.0 BACKGROUND PAPERS**

10.1 The following background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 were relied on to a material extent in preparing the above Report.

Report No 37-2001, Dundee Community Safety Partnership Community Safety Strategy/Action Plans 2000-2002.

Scottish Executive 2000, "Threads of Success" – A Study of Community Safety Partnerships in Scotland.

Audit Commission 2000 "Safe and Sound" – A Study of Community Safety Partnerships in Scotland.

Audit Commission 2000 "Safe and Sound" – Self Assessment Good Practice Guide for Community Safety Partnerships.

Report No 661-2001, Progressing Community Planning in Dundee.

**Director, Neighbourhood Resources and Development .....**

**Date .....**

FRP/ADB/AHPH (DunComSafetyAwardsProg)  
14 January 2002

**APPENDIX 1 – DUNDEE COMMUNITY SAFETY AWARD PROGRAMME 2002-2005 - ANNUAL ACTION PLANS – FORMULATED AWARD**

<b>Description of Resource Bid</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2004-2005</b>	<b>Notes</b>
*Measures to Tackle Drug Related Crime (18% of total allocated award).	23,516	23,516	23,516	To be prioritised by Dundee Drugs & Alcohol Team and Tayside Police
Appointment of 1 FTE Community Safety Worker and 1 FTE Clerical Assistant. Year 1 costs reflect recruitment, IT and initial start up costs. Years 2/3 reflect ongoing gross costs including travel, staff development, accommodation and support services. (The final costs will be the subject of a Personnel Committee report).	50,000	38,000	39,000	Costs are set at maximum point scales to reflect flexibility to second workers.
*Small Grant Budget (pump-priming community safety activities/group support maximum £500 per grant).	10,000	10,000	10,000	
Feasibility Study – Integrated Management of CCTV Review	30,000	-	-	This indicative bid is subject to ongoing need assessment. The data may be obtained from other Councils and Tayside Police thus avoiding the need or scale of the research study in part.
Administrative, printing and publicity costs for Partnership operation.	4,000	4,000	4,000	
*Monitoring and Evaluation Planning Statistical IT Development	4,000	5,000	2,000	
*Key theme Commissioned Activities *This will also include the variable award when allocated – level yet to be determined.	9,130 maximum	50,130 maximum	52,130 maximum	
<b>Total</b>	<b>130,646</b>	<b>130,646</b>	<b>130,646</b>	

**Note 1:** Bid items marked \* are open to all Partnership/community agencies to bid into for distribution. These \* items represent 35% of overall 1st Year bid. Should the CCTV bid not progress and variable award allocations be added the percentage rises to in excess of 58.7%. The percentage rises in Years 2 and 3.

**Note 2:** The Guidance notes use as an example the value of £1,000 per point awarded for variable bid allocation up to a maximum of 28 points thus the maximum variable award would be £28,000.



**SCOTTISH EXECUTIVE**

**“COMMUNITY SAFETY PARTNERSHIP  
AWARD PROGRAMME”**

**2002-2003**

**APPLICATION GUIDANCE  
FOR  
COMMUNITY SAFETY  
PARTNERSHIPS**

# COMMUNITY SAFETY PARTNERSHIP AWARD PROGRAMME

## APPLICATION GUIDANCE FOR COMMUNITY SAFETY PARTNERSHIPS

### 1. Introduction

This guidance is intended to help Local Authority Chief Executives and those Local Authority Community Safety Partnerships applying for support from the **Scottish Executive Community Safety Partnership Awards Programme**.

The **Scottish Executive Community Safety Partnership Awards Programme** has been established to assist Local Authorities Community Safety Partnerships fund their Community Safety Strategy and annual Action Plan. Community Safety Partnerships are those partnerships formed by local councils, police, the public, private and voluntary sectors in response to the joint CoSLA, ACPOS and Scottish Executive community safety strategy "**Safer Communities Through Partnerships**" which was launched in June 1998.

The Scottish Executive is making £4 million available in the financial years 2002-03 – 2004-05 to support the capital and current costs of the development and implementation of community safety action plans by means of a fixed and variable funding award. Community Safety Partnerships wishing to submit bids for CCTV, either for new systems or upgrading of current systems, can do so as part of their overall Action Plan.

### 2. Award Guidelines

The aim of the following questions and answers is to help applicants to compile their Community Safety Strategies and Action Plans in the most effective way and to help explain the details of the award process.

#### Who can apply?

Invitations to co-ordinate the Community Safety Action Plans are being sent to local authority Chief Executives. Chief Constables will also receive a copy for their information.

Eligibility will be confined to the Strategic Community Safety Partnership in a Local Authority.

Local Authority Community Safety Partnerships wishing to apply for funding from the Community Safety Partnership Award Programme should, as a prerequisite, demonstrate their commitment to a strategic approach to community safety in their local authority. They should do so by meeting conditions set by the Scottish Executive to assess this commitment. The criteria include:

- ◆ Strong evidence of a Strategic Community Safety Partnership in place that includes Council Services, Police and Fire Services and others as appropriate.
- ◆ Submission of an Action Plan for the Partnership with a strong emphasis on mainstream services being targeted towards community safety.
- ◆ Nominated officer/staff with Community Safety responsibilities.

### **3. About The Action Plans**

The Executive does not intend to be overly prescriptive in determining the content and the detail of Partnership plans. However, there are key elements which are essential in the Action Plan. They are:

- Action Plans must show measures to tackle drug related crime (at least 18% of the total award made to Community Safety Partnerships over three years must be used to tackle this issue)
- Ministers may determine that the plans incorporate national priorities (housebreaking, car crime etc). If this is the case measures to address these issues must be incorporated into the plan and clear targets set against them (in line with the targets adopted by ACPOS).
- Evidence that the strategy and action plan have been submitted and approved by the appropriate committee of the Council (Council minutes, letter from the Chief Executive).

Action Plans should show clearly what local priorities are, what measures are being put into place to tackle these priorities, what services are involved and what are the outcomes that are expected. Partnerships' Strategies and Action plans should be based on sound evidence as recommended in 'Safe and Sound' and Scottish Executive guidance.

#### **Key Themes for Plans**

Action Plans should broadly address the following key themes in relation to community safety and crime reduction.

- Improved crime reduction/community safety
- Tackling alcohol and drug related crime
- Changing attitudes/modifying behaviour
- Diverting young people away from criminal and anti-social behaviour
- Strengthening community safety partnerships
- Reducing the fear of crime

Action plans should incorporate the following elements:

- Have effective management/co-ordination arrangements in place;
- Be capable of completion within the financial year;
- Be built on good practice and represent value for money;
- Show clear targets to be achieved in that financial year;
- Include arrangements for an annual progress report to be submitted to the Scottish Executive.

- Reflect local community planning arrangements and where appropriate links to other strategies including the Drug Action Team, Social Inclusion and the Children's Services Plan etc.

**Below are some examples of activities that could be in the plan:**

- creative projects to educate young people to be good citizens;
- security programmes for the elderly;
- innovative ways of influencing young people in their own settings (e.g. in rave/dance venues, pubs, clubs, record/fashion shops, football clubs);
- facilities such as drop-in centres, advice bureaux on community safety and crime prevention;
- private/public sector involvement in opening up schools and colleges to young people for community activities;
- youth and adult diversion schemes involving sport and other leisure activities;
- inventive use of local media advertising;
- developments which will provide support and assistance to the victims of crime.

However, these are merely suggestions and other activities and programmes will be acceptable as long as they are part of a broad strategic approach to tackling community safety in the local authority area. Plans should also build upon good practice; represent value for money; and be subsequently evaluated to determine their effectiveness. It is possible for Partnerships to use part of their allocation to undertake a community safety audit and gather the necessary evidence to inform their strategic approach, if they have not already done so.

#### **4. How the Award Scheme works**

The main constituents of the award scheme are:

- ◆ **Population**
- ◆ **Crime per head of population**
- ◆ **Quality of the Partnerships annual submissions**

There are two main elements of the allocation of funding to Community Safety Partnerships. They are:

- ◆ **Formulated Award**
- ◆ **Variable Award**

The annual £4 million funding package will be apportioned as follows:

- π 40% allocated according to size of population in each council area
- π 40% allocated according to percentage of crimes per head of population
- π 20% allocated according to the quality of the application

**a) Formulated Award**

The formulated award accounts for 80% of the total funding available for allocation. In this instance the 80% equals £3,200,000 of the £4 million and is fixed at this level only in the event of every council in Scotland meeting the essential criteria for eligibility and applying. Should any council fail to meet the eligibility criteria or fail to submit an **annual Action Plan** the award that the council would have been entitled to through the formulated award will be transferred automatically to the variable award thus boosting the percentage of funding available through this award.

**POPULATION SHARE:** This comprises a formula, which allots a percentage of the total available revenue based upon the population of each Council area, therefore the bigger the population, the higher the award. The population of every council area is aggregated in order to achieve the overall population figure for Scotland.

To arrive at a figure for each council the formula calculates a cash sum, based on the amount of money allocated to population share, for each member of the overall population of Scotland and this sum is then multiplied by the population of each council that has applied to establish that council's entitlement.

**% CRIMES PER HEAD POPULATION SHARE:** The formula utilised in this column is based upon identifying the number of recorded crimes in each council area for each member of the population and awarding a determined cash sum commensurate with the level of crime.

The crux of this formula is based upon calculating a cash sum for each percentage point relative to the number of crimes per head of population and multiplying this by the actual % of crimes per head of population for each council area.

**b) Variable Award**

How much each eligible council receives through the variable awards will be determined by evaluating the quality of their **Action Plan** through applying the criteria previously outlined and marking the application. Each application can potentially earn 36 points based on an assessment of each of the headings as set out under the heading of "QUALITY OF APPLICATION"- page 5.

The points earned by all the eligible councils from the application evaluation will be totaled and the total amount of money available to the variable awards will then be divided by the total number of points. This will result in each point being accorded a fixed amount of money. Once the monetary value of each point has been established this value will be applied to the number of points earned by each council. As an example, if a point is worth £1,000 and a council earns 28 points, the council would receive £28,000 from the variable award.

**QUALITY OF APPLICATION:** Funding awarded through the variable element would be scored subject to criteria determined by the Scottish Executive. They are:

- ◆ Evidence that partnership arrangements are in place at a strategic level
- ◆ A strategy document produced by the strategic partnership
- ◆ Specific and comprehensive strategic action plan produced
- ◆ Community safety audit carried out
- ◆ Evidence of monitoring and evaluation of the overall plan
- ◆ Statistical evidence to support the plan
- ◆ Action Plan priorities and clear targets set
- ◆ Co-ordination arrangements
- ◆ Presentation

**c) CCTV in the Action Plan**

New CCTV systems and/or the upgrading of current systems will be considered as part of the overall action plan. To use part of the award for CCTV ***(it should be noted that plans that are weighted too heavily towards CCTV will score badly in the variable award section)*** the plan for CCTV will have to show:

- π **Consolidation and integration of existing systems**
- π **Intelligent growth of new systems**

**Consolidation**

Plans for CCTV should, where possible, produce evidence to show that existing CCTV systems have been, or are in the process of being, consolidated. Consolidation would be based on integration, strategic planning, upgrading and sustainability of the system. This consolidation would have to be at both an operational and strategic level based on:

- π Integration, where viable, of existing systems
- π Rationalisation, where viable, of existing systems into bigger, fewer and more unified systems
- π Rationalisation, where viable, of existing management structures
- π Upgrading/refurbishment of outdated systems
- π Suitable staffing levels
- π Suitable management of systems
- π Suitable monitoring arrangements and procedures

**Intelligent growth**

New systems will have to show intelligent growth and will have to satisfy a number of criteria such as:

- π Uniformity and continuity of design within existing and new systems
- π Compatibility of existing and new hardware and software
- π Incontrovertible evidence to justify the number and location of cameras applied for
- π Sustainability of the system
- π Evidence of sufficient revenue funding to finance system in the longer term
- π Best value

## 5. Financial Information

Applications will be approved only where the Chief Executive has agreed to be accountable for the funds.

Eligible expenditure can include both capital and revenue expenditure. Any capital and current expenditure should be such that the expenditure is disbursed within the financial year. An element of expenditure may go towards revenue or capital expenditure for CCTV and/or towards dedicated community safety staff, however it should be noted that unbalanced plans that are skewed too heavily towards CCTV will score badly in the variable award section.

A total of £4 million will be awarded in 2002-2003 for community safety and CCTV projects. **Formulated Awards** will be **fixed** for a three year period and variable awards will be made annually.

A single payment covering both the Formulated and Variable Awards will be made to an authorised bank account, the details of which are requested on **the attached summary sheet**, on 1 April of each financial year.

### **How will the spending be monitored?**

The Scottish Executive will require the assurance of the Chief Executive that all monies received from the Community Safety Partnership Award Programme will be used for the purposes specified in the Community Safety Action Plan. A progress report signed by the Chief Executive will also be required at mid-point in the financial year. The Scottish Executive will issue a proforma for this purpose at the appropriate time. The Scottish Executive will also issue a request at the appropriate time for submission of the year two Community Action Plan which should include a report signed by the Chief Executive on the progress and targets achieved in year one.

### **Will there be a time limit for spending the award?**

The presumption will be that the timescale for the implementation submitted as part of the Action Plan will be realistic and achievable. In the event of difficulties arising, the position will be considered on a case by case basis. The Scottish Executive retains the right to recover the award or withhold payments in the event of unsatisfactory performance.

### **Will it be possible to make changes to the Action Plan after an award has been made?**

It may be possible for Action Plans to be re-defined during the course of development. However, major changes to the Action Plan as submitted must be approved by the Scottish Executive. Applicants cannot expect to score highly with one proposal and implement a different one.

### **Who will decide the successful Action Plans?**

Scottish Executive Ministers.

## 6. Monitoring & Evaluation

Partnerships will be required to have suitable procedures and systems in place for monitoring and evaluating their Action Plans. Evaluation of any work is vital in order that its level of success or failure can be measured and for adjustments to be made if required.

Objectives and performance targets should be set and a mechanism for measuring these established. **Community Safety Partnerships** will be required to report on their effectiveness **not later than 18 months** after action plans become operational. To assist applicants in monitoring and evaluating their Action Plans the Scottish Executive publication “**Measure for Measure: A Guide to Monitoring and Evaluation of Crime Prevention Initiatives**” provides more detailed guidance and is available on request (tel: 0131 244 3995). **Audit Scotland’s “How are we doing?: Measuring the performance of community safety partnerships” also provides specific guidance and is available only on the web site: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk).**

As community safety often deals with intangible outputs, i.e. fear of crime, it can often be difficult to accurately measure, however there are indicators that can be used to gauge the level of effectiveness.

Using baseline statistics, perception surveys, focus groups and citizens panels, at the outset, these could be monitored on an annual basis.

The indicators used could, for example, include:

- Crime Statistics
- Fire Statistics
- Accident Statistics
- Perception Surveys/focus groups/citizens panels
- Incidence of Anti-Social Behaviour
- Incidences of vandalism
- Number of drug and alcohol related deaths/hospital admissions
- Number of drug and alcohol related crimes

Systems would have to be set in place, once suitable indicators have been chosen, that will allow close monitoring and evaluation to take place.

The indicators chosen should be based on the community safety issues prioritised in the strategy and would be updated and used on a regular basis over the life of the Action Plan to gauge the effectiveness of the plan in reaching the targets set out in the Action Plan.

Where public perception surveys, focus groups and citizens panels are used to establish community safety concerns and issues and to formulate courses of action to tackle the issues in the Action Plan, similar exercises should be undertaken, where practicable, during the target period to monitor the progress of the Action Plan.