

02 March 2021 at 5.00 pm

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People & Places Advisory Committee

Membership:

Chairman, Cllr. Collins; Vice-Chairman, Cllr. Pett
Cllrs. Dr. Canet, Cheeseman, Perry Cole, Coleman, P. Darrington, Dyball, Foster,
Hudson, Parkin and Raikes

Agenda

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the minutes of the meeting of the Advisory Committee held on 1 December 2020, as a correct record.	(Pages 1 - 4)	
2. Declarations of interest Any interest not already registered.		
3. Actions from Previous Meeting (if any)		
4. Update from Portfolio Holder		
5. Referrals from Cabinet or the Audit committee (if any)		
6. Sevenoaks District Community Safety Strategy & Action Plan 2021-22	(Pages 5 - 100)	Kelly Webb Tel: 01732227474
7. Sevenoaks District Citizens' Advice Service Level Agreement (SLA)	(Pages 101 - 114)	Kelly Webb Tel: 01732227474
8. Community Grant Scheme Draft Allocations 2021/22 & recommended changes to Grant Scheme from 2022/23	(Pages 115 - 146)	Kelly Webb Tel: 01732227474
9. Update on Volunteer Forum by Chair Angela Painter	(Pages 147 - 148)	Kelly Webb Tel: 01732227474
10. Supported Internship Project at Sevenoaks District Council	(Pages 149 - 154)	Sarah Robson Tel: 01732227129

11. **Work Plan**

(Pages 155 - 156)

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

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PEOPLE & PLACES ADVISORY COMMITTEE

Minutes of the meeting held on 1 December 2020 commencing at 5.00 pm

Present: Cllr. Collins (Chairman)

Cllr. Pett (Vice Chairman)

Cllrs. Dr. Canet, Cheeseman, Perry Cole, Coleman, P. Darrington, Dyball, Foster, Hudson, Parkin, Pett and Raikes

71. Minutes

Resolved: That the Minutes of the People & Places Advisory Committee held on 6 October 2020, be approved and signed by the Chairman as a correct record.

72. Declarations of interest

Cllr Dyball declared for reasons of transparency that she had been appointed a Trustee of Concrete Wave Charity which was a topic that would be covered under the Public Realm Commissioner's update.

73. Actions from Previous Meeting

The action was noted.

74. Update from Portfolio Holder

The Portfolio Holder reported that there would be a more detailed update regarding Silver Sunday 2020, however over 400 celebratory packs had been delivered to older people in the District and she expressed her thanks to officers and the Sevenoaks District Senior Action Forum for their involvement in Silver Sunday. The Youth Conference had been well attended, being compered by the young people and providing an interesting debate.

Members were advised that Care for the Community had continued through the second Lockdown, and would continue as the district moved into tier 3. The scheme was currently receiving around 9 new requests for help per week and all areas in the district was covered. The District's Voluntary Sector Forum met virtually once a month with guest speakers.

It was also reported that plans were being developed to improve Orchard's Academy sports hall, Swanley including a new sprung floor and updates to the changing rooms and lockers. The Council was supporting the school to secure additional funding to complete the works.

Agenda Item 1
People & Places Advisory Committee - 1 December 2020

The Portfolio Holder reported that there was a reduction in anti-social behaviour in the district following a busy summer.

75. Referral from Cabinet or the Audit committee

There were none.

76. Sevenoaks District Community Grants Scheme 2020/21

The Community Safety Partnership Manager presented the report summarising the impact of Covid-19 on the projects and works supported by the Community Grants awarded for the year 2020/21, which included the work intended to be delivered with any changes made or planned so that residents could continue to benefit.

Members were advised that out of the £54,800 awarded so far only one payment had been received back to the Council as the project was unable to be held.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: that the impact of Covid-19 on the projects and works supported by the Community Grants awarded for year 2020/21 and the work undertaken to mitigate, adapt and adjust such that residents continue to benefit, be noted.

77. Sevenoaks District Public Realm Commission

The Chairman welcomed, Cllr Hogarth to the meeting who updated Members on the work of the Commissioner including the setting up of a team of ten voluntary members to help deliver the aims identified. He explained there was no budget attached to the projects. They assisted the Commissioner in the work towards the creation and retention of good quality public space in district. So far 12 projects were underway or had been completed.

Key projects were highlighted, including proposals to refurbish Swanley Skate Park and the Concrete Wave Charity which had been set up to raise money to improve the Skate Park. The Commission had also been working with the Enterprise Co-ordinator for West Kent Partnership and Knole Academy for students studying film to provide an opportunity to hear the perspectives of young people on the public realm. There were also developments for Sevenoaks Town including restoring artwork in the Shambles and development of an artist commission for the M&S site at Blighs.

Members took the opportunity to ask questions of the projects and future projects.

Resolved: that the work of the Public Realm Commissioner be noted.

78. Silver Sunday Update

The Community Safety Partnership Manager presented the report which informed Members how the Council took part in Silver Sunday 2020. Projects included the distribution of 400 Silver Sunday Packs containing an activity book, information from Public Health England regarding physical activity and keeping active at home and community safety relevant promotional material and advice. Local primary schools in the district were invited to make special Silver Sunday cards for the packs.

A mobility exercise video programme for older people which was made in Partnership with Age UK Sevenoaks & Tonbridge with a gentle exercise targeted for older people and those with limited mobility to stay active and well at home. The projects encouraged a joint up approach had forged partnership links with Age UK, Sevenoaks District Senior Action Forum supporting older residents in the district.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: that the report be noted.

79. Work Plan

The following changes were made to the work plan.

2 March 2021

Sevenoaks District Community Safety Strategy & Action Plan 2021-22
Establishing a Community Lottery
Supported Internship programme
Voluntary Sector Forum - a year on

Summer 2021

Economic Development Strategy refresh update
Annual Community Safety report

THE MEETING WAS CONCLUDED AT 5.44 PM

CHAIRMAN

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SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP STRATEGY & ACTION PLAN 2021-2022

People & Places Advisory Committee - 2 March 2021

Report of: Deputy Chief Executive and Chief Officer People & Places

Status: For Agreement

Also considered by:

- Cabinet - 18 March 2021

Key Decision: Yes

Executive Summary The 2021-22 Sevenoaks District Community Safety Strategy and Action Plan is set out. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

This report supports the Key Aim of: the Councils Corporate Plan

Portfolio Holder: Cllr. Lesley Dyball

Contact Officer(s): Kelly Webb x 7474

Recommendation to People and Places Advisory Committee:

That Members note that report.

Recommendation to Cabinet:

That the Community Safety Strategy & Action Plan for 2021-22 is approved.

Reason for recommendation: This Action Plan will determine multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Introduction and Background

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.

Agenda Item 6

The Strategic Assessment was undertaken in December 2020. The six priorities, as ranked in the Strategic Assessment, are:

- Serious and Acquisitive Crime including Organised Crime Groups, emerging trends and County Lines
 - Anti-Social Behaviour including Environmental Crime
 - Domestic Abuse
 - Safeguarding (including Mental Health, Prevent, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children
 - Doorstep Crime including Scams and Cyber Crime
 - Substance Misuse
- 2 The draft 2021-22 Sevenoaks District Community Safety Strategy and Action Plan is attached as the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is a multi-agency document and is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

Key Implications

Financial

The funding required to deliver the Action Plan comes from the Police and Crime Commissioner and existing SDC core Budgets, core budgets of participating agencies and other external funding sources as they become available. No additional District Council funding is required to deliver the plan.

Legal Implications and Risk Assessment Statement.

There are no legal issues for the Council arising from this action plan.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:

Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Community Safety Strategy & Action Plan assists with the provision of services to support District residents, including victims of crime.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Community Safety Strategy & Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

Conclusions

The Community Safety Strategy & Action Plan has been prepared following a strategic assessment of crime and disorder issues and provides a multi-agency approach to those issues.

Appendices

Appendix A - 2021-22 Sevenoaks District Community Safety Strategy & Action Plan

Appendix B - Strategic Assessment

Background Papers

N/A

Sarah Robson

Deputy Chief Executive and Chief Officer People & Places

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Sevenoaks District Community Safety Partnership Annual Action Plan 2021-22 DRAFT



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Action Plan 2021-22

Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 24. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all of the Community Safety Partnerships in Kent, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results.

Priority Issues for 2021-22

The Strategic Assessment was undertaken during the winter of 2020 and identified six priorities for the Partnership to tackle during 2021-22. The data referred to in this Action Plan is based on the Strategic Assessment, and uses data between 1 October 2019 - 30 September 2020, unless otherwise stated. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2021.

The six priorities, as ranked in the Strategic Assessment, are:

- Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines¹
- Anti-Social Behaviour incl Environmental Crime
- Domestic Abuse
- Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Doorstep Crime including Scams and Cyber Crime
- Substance Misuse

Although the Partnership's main focus will be the six priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit's daily briefings and other tasking arrangements in order to reduce recorded crime.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership. The Action Plan does not include details of the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day-to-day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year. All priorities include actions around public perception and reducing repeat offenders/victims.

¹ County Lines refer to organised ways of dealing drugs

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Police & Crime Commissioner's (PCC) funding which is allocated to district Community Safety Partnerships, Choosing Health funding and other small amounts of funding from a variety of sources.

Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

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SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 2021-2022

SUCCESS MEASURES

All recorded crime

All Victim Based Crime - Maintain position in the lowest 3 District/Borough in the County.

Serious & Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines

Improve the position of Vehicle Crime and Burglary within the County

Domestic Abuse

Reduction in the percentage of repeat victims

Anti-Social Behaviour

Maintain position in the lowest 3 District/Borough in the County

Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children)

All partners taking part in training in each of the safeguarding strands

Doorstep Crime incl Scams and Cyber Crime

Proactive initiatives on Door Step Crime and Cyber Crime delivered in partnership with County Analyst

Substance Misuse.

Number of areas visited through CSU taskings

Serious & Acquisitive Crime incl Organised Crime Groups, Emerging Trends and County Lines

Criminals behind serious and tactical crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime Groups (OCGs) and County Lines has seen a more targeted approach by Partnerships. This approach has worked so well that the two OCGs have been removed. However they are still monitored at the monthly Serious Crime & Tactical Meeting. The most common crime types associated with these groups is commonly organised theft.

The number of emerging trends which require an holistic approach around young people and perceived County Lines and Gang activity has increased. Locations where this type of activity has been raised and individuals reported as involved have been addressed via the CSU and Partnership. Task and Finish Groups have been successfully established and used to deliver on action plans tackling such community issues.

Acquisitive crime consists of Burglary (Residential and Commercial and Business) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in County comparisons. These types of crime have a high impact on the local community. There were decrease in both Burglary types. Burglary Residential from previous year (Oct 2019- Sept 2020) of 250 reported crimes 743 to 493 and a decrease of 18 reported crimes in Burglary Business & Commercial from 226 to 208. Theft from motor vehicle saw a decrease of 57 reported crimes from 548 to 491 as well as Theft of Motor Vehicle from 276 to 270, a decrease of 6 reported crimes.

**Serious and Acquisitive Crime including
Organised Crime Groups, Emerging
Trends and County Lines**

Priority Action		Lead Agency	Other Partners	By When
1.1	Link in with the work of the Kent Violence Reduction Unit and progress initiatives as appropriate	VRU	CSU Kent Police YOT	On Going
1.2	Through media campaigns and use of social media address perception of crime across the District as well as events and arrests. Work with residents and Town and Parish Councils	CSU	All Partners	March 2021
1.3	Work in Partnership to disrupt recognised OCGs, emerging trends and county lines	Serious Crime & Tactical Group	CSU All	On Going
1.4	CSU to offer reassurance and follow up visits following burglary and vehicle crime, including free giveaways to protect cars, out buildings. Greater use of Community Warden resource in follow up visits in communities where CWs are based.	CSU KCC Wardens	PCSOs	On Going
1.5	Deliver a parents event around knife crime/gangs	Kent Police	CSU	Dec 2021
1.6	Use the knife wands on Police operations and consider running a knife amnesty	Police	CSU	On Going

Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines

1.7	Work with young people to stop them becoming high risk or into the criminal justice system. Reduce numbers compared to previous year	KCC Youth Team Police	CSU	Ongoing
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Anti-Social Behaviour including Environmental Crime

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 23% of the total recorded figures when included in crime statistics. Figures show 2241 recorded incidents of ASB occurring within the District were reported to Kent Police. The District had the second lowest number of ASB reports in Kent and saw an increase of 48% (730 reports).

Edenbridge South & West had the highest number of reports of anti-social behaviour to the District Council. Farningham, Horton Kirby and South Darenth and Swanley, St Marys are joint 2nd highest with 10.

The highest type of anti-social behaviour reported is Nuisance Behaviour with 45 reports. This is followed by reports of Drugs misuse and dealing and vehicle related nuisance. Calls by type are always higher than reports received as residents can report more than one type at a time.

During the period of October 2019 and September 2020, 22 Anti-Social Behaviour warning letters and 7 Acceptable Behaviour Agreement contracts were issued to named individuals. Two Acceptable Behaviour Agreement Breach letters were also served.

The total number of calls received by SDC were slightly lower in the period from October 2019 until September 2020. The total number of calls received by the Council during October 2019 and September 2020 equals 98 calls. This is 24 less calls than the same period last year, when 122 calls were received, which equates to a 19% decrease in calls received.

SDC CCTV

From 1st October 2019 to 30th September 2020, the CCTV Control Room at Sevenoaks District Council assisted the police with 101 arrests for this period; this is an increase from the previous year.

West Kent Housing

WKHA received 541 complaints of antisocial behaviour and other community safety related matters for the period 1 October 2018 to 30 September 2019. This is an increase of 34% over the same period for the previous year.

SDC Environmental Health

Between 1st October 2019 and 30th September 2020, the Environmental Protection Team received 2571 service requests relating to issues within Sevenoaks District.

Of the Service Requests received by Sevenoaks, 1488 relate to matters associated with anti-social behaviour (accumulations of rubbish, animal welfare, dog fouling, noise and nuisance). This is 376 more complaints than previous period.

SDC Direct Services

Flytipping reports for the period October 2019 to September 2020, there were a total of 1513 fly tipping offences reported, which is an increase from last year of 394 and for the period of the enforced lockdown the increase of reported incidents was 139.

A total of 140 investigations were undertaken by the team resulting in:

- 10 cautions
- 4 Court Proceedings for S33(1)(a) (Fly tipping) and S34 (Duty of Care) Environmental Protection Act 1990 offences
- 17 Fixed Penalty Notices for of S33(1)(a) 90 and S34 90 offences
- 20 investigations resolved by providing words of advice
- It should be borne in mind that the Courts ability to deal with cases were severely disrupted by lockdown and legacy locked down measures.
- There are currently 6 prepared files with legal awaiting Court dates
- Approximately 120 S33/34 EPA 90 (letters of engagement) letters were sent

- Approximately 250 S46 EPA 90 (correct disposal of household waste) letters sent
- 15 KMIP (Kent and Medway Information Sharing Protocol) requests sent to Kent Police requesting vehicle and nominal checks

Graffiti

Graffiti reports to the Council have increased by 4 reports this year with 37 recorded incidents (incl offensive).

There were 15 offensive graffiti reports between October 2019 and September 2020 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

KCC Community Wardens

A valued element of the Community Warden role remains the uniformed presence which helps build community confidence and reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion.

Whilst the role of the Community Warden is ever evolving, their over-riding objective remains '*to create safer and stronger communities*'. They work closely with/on behalf of other operational units within KCC and Community Safety Partners to address a wide range of issues

ASB incl Environmental Crime

Priority Action	Lead Agency	Other Partners	By When
2.1 Increase number of enforcement interventions and prosecutions for fly tipping using all actionable evidence. Increase the number of partnership, cross border and community working actions in repeat locations.	SDC Direct Services CSU	KCC Wardens PCSOs Housing Assoc	March 2022
2.2 Work with the VRU to address and reduce young adults behaviour where there is the potential to escalate	VRU	All Partners	March 2022
2.3 Identify perpetrators of ASB and undertake actions to cease their behaviour through the Community MARAC	All Partners		March 2022
2.4 Continue to set up Task and Finish Groups to deliver a focused approach to reducing repeat ASB and use ASB Powers where appropriate such as Closure Orders, Community Protection Notices and Criminal Behaviour Orders. Invite Community Wardens to Task & Finish Groups where issues pertain to their home communities. Team members have a great breadth of knowledge (issues, useful local stakeholders etc) that would enhance the partnership approach and ensuing actions.	CSU	All	March 2021
2.5 Raise awareness of reporting ASB through social media, leaflets etc.	CSU	All Partners	Ongoing
2.6 Continue operations to target ASB Safeguarding Concerns Mental Health Number of ASB Warning Letters, ABAs, CPWs and Covid Letters/Fines served during the COVID-19 crisis.	CSU	All	On Going

ASB incl Environmental Crime

	Priority Action	Lead Agency	Other Partners	By When
2.7	Work with KCC to increase number of referrals from their contextual safeguarding concerns to the Community MARAC	KCC Integrated Children's Services	CSU	April 2021

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Domestic Abuse including Stalking

Please note: Domestic Abuse incidents are not reported as violence against the person. If there has been no violence recorded. For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there is a figure of domestic abuse, which remains unreported. Kent figures for October 2018 - Sept 2018 rank Sevenoaks District as having the lowest numbers of reported domestic abuse in the County. Kent Police figures indicate the number of domestic abuse incidents for Sevenoaks District has been the lowest in Kent for the past three years.

SDC also funds DAVSS (Domestic Abuse Voluntary Support Services) which provides service for low and medium risk. In the period 1 October 2019 to 30 September 2019, they supported

Data Oct 19-Sept 20	q3 19-20	q4 19-20	q1 20-21	q2 20-21	Total
Nr of referrals	234	204	203	274	915
Male referrals	18	12	12	16	58
Children involved	303	304	357	460	1424
helpline calls	1172	750	1273	1618	4813
volunteer case work hours	4683	8072	5524	6257	24536
volunteer hours total	9204	11801	9799	10988	41792

Protection Against Stalking (PAS) seeks to raise awareness of stalking within the community and support victims of stalking and their families.

The PAS stalking advocacy support service is based in West Kent, during the period 1st October 2019 to 30th September 2020 we directly supported 222 stalking victims living in West Kent (202 female, 20 male, 57 high risk). 43 referrals came from the Sevenoaks area (39 female, 4 male, 9 High Risk).

35 clients were supported to obtain protective orders during this period, 9 protective injunctions were obtained by victims living in the Sevenoaks area.

2020 Referrals	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
West Kent	49	73	89	73	284
Kent (Other)	11	20	24	38	93
Outside Kent	23	46	44	79	192
TOTAL	83	139	157	190	569
High Risk	6	32	53	43	87
Injunctions/Orders	1	10	14	11	36
Volunteer Hours	1597	1612	1671	1639	6519

Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When
3.1 Raise public and professional awareness of Domestic Abuse by updating County websites, articles for partner agencies and T&Pcs	DAVSS WK Domestic Abuse Forum KCC Commissioned Service	All Partners	On Going

Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When	
3.2	Work with DAVSS to ensure that all victims of domestic abuse can receive support	DAVSS	WK Domestic Abuse Forum	March 2021
3.3	Work with the KCC Commissioned services to ensure all victims in the borough receive the support they require	Lookahead	WK Forum	March 2021
3.4	Include standard and medium risk and repeat domestic abuse referrals in the Community Multi Agency Risk Assessment Conference	All Partners KCC Services Housing Associations	All Partners	On Going
3.5	Continue with funded services Freedom Programme, Community Domestic Abuse Perpetrators Programme, Recovery Tool Kit and DAY programme in schools. Promote the Cyber Stalking Clinic	SDC/CSP	DAVSS PAS Look Ahead	March 2022
3.6	Investigate match funding opportunities to promote Domestic Abuse services to victims and repeat victims	CSP West Kent Forum	All Partners	March 2022
3.7	Raise awareness of stalking with partners and the public	PAS	CSP	On Going
3.8	Continue to deliver training awareness raising for partners and local businesses to include resources such as lip balms and posters.	West Kent Forum	CSU	March 2022
3.9	Work with the commissioning provider to :- Continue to provide an IDVA and refuge	Look Ahead		Ongoing

Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When
service to support high risk victims of domestic abuse within West Kent.	Look Ahead		March 2022
Run a suite of survivor programmes for female and male survivors including: Own My Life & Hope 2 Recovery	Look Ahead		March 2022
Virtual West Kent One Stop Shop. Work with local partners to build the virtual One Stop Shop model in West Kent and increase engagement through posters and partner liaison. Following easing of covid restrictions this should become a blended model with drop ins added.	Look Ahead	KFRS/Police	Ongoing
Training and Sanctuary Scheme- To continue to provide support to high risk victims who wish to remain in their homes by providing extra security items	Look Ahead		Ongoing
Emergency Accommodation- Provide overnight emergency accommodation for high risk victims needing to flee immediately	Look Ahead		Ongoing
Welfare Fund- Provide emergency funding for items such as furniture, white goods, food and travel to high risk victims in the community.	Look Ahead		Ongoing

Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When
Obtain future funding to continue the Cyber clinic Commission PAS to deliver a Stalking Workshop.	Look Ahead / PAS	PAS	Sept 2021

Safeguarding including Young People, Vulnerable Adults, Child Sexual Exploitation, Modern Slavery, Human Trafficking, Prevent, Care Act and Mental Health

Safeguarding includes Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Mental Health.

Legislation places a statutory duty on local councils as well as some of the other partner agencies to protect the vulnerable under these crimes. It is also a major contributor to the Kent Police Strategy. The above are a community concern.

Young People and Vulnerable Adults

Especially through COVID-19 there has been a high number of vulnerable adults and young people that have been victims of crime and suffering with mental health. The dedicated PCSOs in the CSU have been working with individuals and Community Wardens to put safeguarding measures in place.

Counter Terrorism - Prevent Strategy

This analysis includes the number of calls/ incidents recorded post terrorists attacks in London. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2019 - 30 September 2020, same as last year. All were found to have no

identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

Human Trafficking and Modern Slavery

There were 2 trafficking offences reported to Police for Sevenoaks between 1 October 2019 - 30 September 2020.

Child Sexual Exploitation (CSE)

According to Kent Police there were 4 reports of CSE in the Sevenoaks District. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

SAFEGUARDING (including Mental Health, Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)

	Priority Action	Lead Agency	Other Partners	By When
4.1	Work with Mental Health Services for all age groups especially around isolation and COVID-19 concerns	KCC Public Health	CSU	March 2022
4.2	Share good practice and models around safeguarding, link into local stakeholders including voluntary and community groups. Develop Mental Health support and first aid champions	CSU	Voluntary and Community Groups (Mind and Citizens Advice)	On Going
4.3	Work with the Local Strategic Partnership (LSP) on delivering key projects/sign posting around mental Health which is an LSP priority	LSP	All Partners	March 2022

SAFEGUARDING (including Mental Health, Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)

4.4	Work with Sevenoaks District Youth Assembly Forum and Local Children's Partnership on their Mental Health priorities for young people, addressing social isolation	CSU Youth Assembly Forum KCC	WKHA SDC/CSU	March 2022
4.3	Work with Police to address Modern Slavery and Human Trafficking eg car washes, nail bars, and pop up brothels. Address evidence based issues.	Police SCD	CSU All	March 2022
4.4	Identify training needs for all safeguarding types and deliver on this training	CSU KCC	All Partners	March 2022
4.5	Attend Chanel Panels where appropriate and provide support to individuals when required and Promote the Prevent Strategy within the community via Social Media etc.	CSU KCC Prevent Team		March 2022
4.6	Run Prevent training for staff, partners and Members (as appropriate)	SDC	All Partners	March 2022

Doorstep Crime including Scams and Cyber Crime

Doorstep Crime consists of Rogue Traders, Bogus Callers, Scams, Online Fraud (Cyber crime). This crime type affects many vulnerable residents and it can be detrimental to their mental health. Many people feel too embarrassed to report it and therefore this crime type is under reported until potentially a friend, relative or carer is made aware.

The KCC Community Wardens are working with a high number of vulnerable residents of all ages regarding scams. Through the CSU Daily Briefing, an increase in the number of these crimes reported has been recorded and examined. Incidents of Doorstep Crime have increased in from 2019/20 across the District. There were also increases in vulnerable victims, as well as increases in incidents.

Doorstep Crimes incl Scams and Cyber Crime

Priority Action	Lead Agency	Other Partners	By When	
5.1	Communicate effective messages on how to report scams/doorstep crimes and raise awareness to remove stigma of embarrassment.	KCC Trading Standards	CSU	March 2022
5.2	Work with the KCC Doorstep crime analyst to progress a database for victims of doorstep crime	KCC Trading Standards	CSU	Sept 2021
5.3	Work with KCC Trading Standards to help reduce Door Step Crime and Bogus Callers across the District. Greater use of Community Wardens resource in FUVs to scam victims in CW home communities	KCC Trading Standards	KCC Community Wardens CSU	June 2021

Doorstep Crimes incl Scams and Cyber Crime

5.4	Work in Secondary Schools and Youth Groups to incorporate into curriculum to stop cyber crimes for young people	CSU (Wardens and PCSO)	KCC Youth Services	March 2022
5.5	Working with Neighbourhood Watch to inform residents, voluntary organisations and partners on current scams especially COVID related	CSU Neighbourhood Watch	All Partners	On Going

Substance Misuse

Drugs

Drug offences have increased from 156 to 176 an increase of 18 reports. There was no recent information from Public Health on the Kents Portal so we can only go on last years data. 1 September 2018 - 31 August 2019 there were 308 admissions relating to 234 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, and a decrease from last year.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates, which have been increasing year on year at a District and County level. It is generally felt that these rates no longer accurately reflect alcohol admission trends as some ‘attributable’ conditions have undergone massive rises in admission rates over recent years and the data is now only partly attributable to alcohol.

Commissioned Services

Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals

across West Kent.

CGL work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CGL through the provision of group work and peer support to residents for their substance misuse.

The CSP also funds Kenward Trust to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2019 - 30 September 2020, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

The youth outreach works well with the CSU model and will support reported incidents within days or a couple of weeks depending on the level of other areas of concern.

The teams have focused on areas known as hotspots where ASB and substance misuse are identified through the CSU.

Substance Misuse

Priority Action	Lead Agency	Other Partners	By When
6.1 Deliver outreach work to designated areas to address substance misuse using CSU reports via the Daily Tasking	Kenward Trust	CSU Schools Youth Groups	March 2021
6.2 Develop a package around substance misuse for primary schools around positive choices to go alongside a parental package	Kenward Trust Addaction	CSU	Sept 2020
6.3 Promote Service Directory especially around health services including GPs	CCGs CSU	All Partners	March 2021
6.4 Work with young people around substance misuse, mental health and the impact of COVID19	Kenward Trust	CSU	On Going

Substance Misuse

6.5	One You Team to continue to deliver Alcohol (Brief & Extended) and Mental Wellbeing (five ways to wellbeing) interventions to One You clients who are looking to change decrease their alcohol consumption or improve their mental wellbeing.	One You Team	All Partners	June 2021
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GLOSSARY:

ASB - Anti-Social Behaviour

CDAP - Community Domestic Abuse Perpetrators Programme

CSE - Child Sexual Exploitation

CSP - Community Safety Partnership

CSU - Community Safety Unit

DAVSS - Domestic Abuse Volunteer Support Services

KCC - Kent County Council

KSCB - Kent Safeguarding Children's Board

KFRS - Kent Fire & Rescue Service

LCPB - Local Children's Partnership Board

MARAC - Multi Agency Risk Assessment

PAS - Protection against Stalking

PCC - Police & Crime Commissioner

PCSO - Police Community Support Officer

SCS - Specialist Children's Services

SDC - Sevenoaks District Council

YOT - Youth Offending Team

Membership of the Community Safety Partnership and contact details			
Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk	Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk	Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks Tel: 01622 692121 Web: www.kent.fire-uk.org	Police & Crime Commissioner Kent Police Headquarters Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk
NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentpct.nhs.uk	Kent Surrey and Sussex CRC Ltd Maidstone Corporate Centre 3 rd Floor, Maidstone House King Street Maidstone Kent, ME15 6AW Tel: 01622 239147 Website: www.ksscrc.co.uk	KCC Social Services The Willows, Hilda May Ave, Swanley Kent BR8 7BT Tel: 0300 041 1400 Web: www.kent.gov.uk	Imago 17-19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.imago.org.uk
KCC Early Help & Preventative Service C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel 01322 615275 Web: www.kent.gov.uk	Protection Against Stalking Town Hall, Tunbridge Wells support@protectionagainststalking.org Enquiries office@protectionagainststalking.org Website www.protectionagainststalking.org	KCC Community Safety Team Maidstone Fire Station Loose Road Maidstone Kent ME15 9QB Web: www.kent.gov.uk	West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org
Kenward Trust Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk	MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0300 323 0011 Web: www.moat.co.uk	West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org	DAVSS PO Box 530 Tunbridge Wells Kent TN2 9TB Tel: 01892 570538 Web: www.davss.org.uk

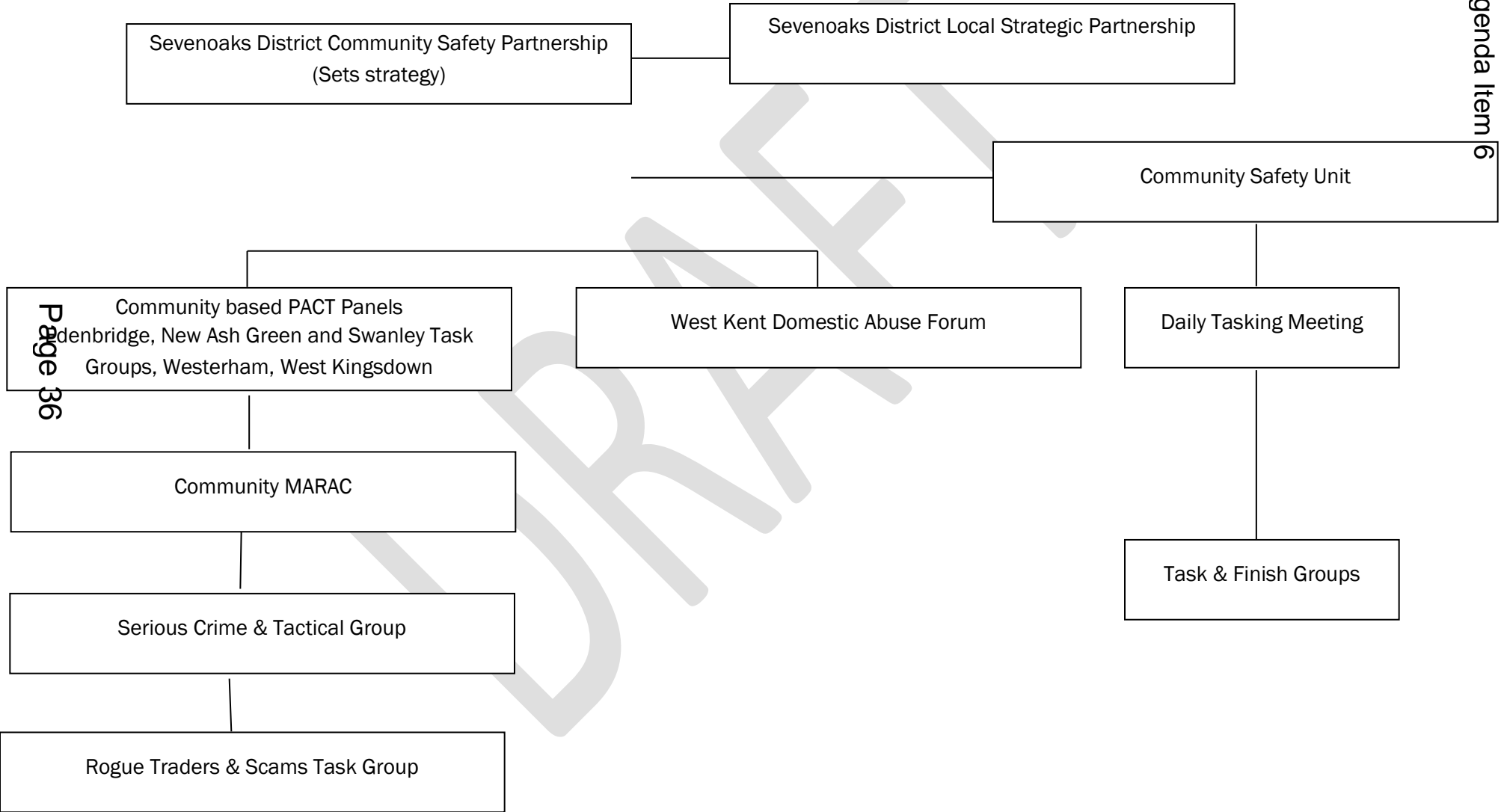
Terms of Reference

The Partnership's terms of reference are to:

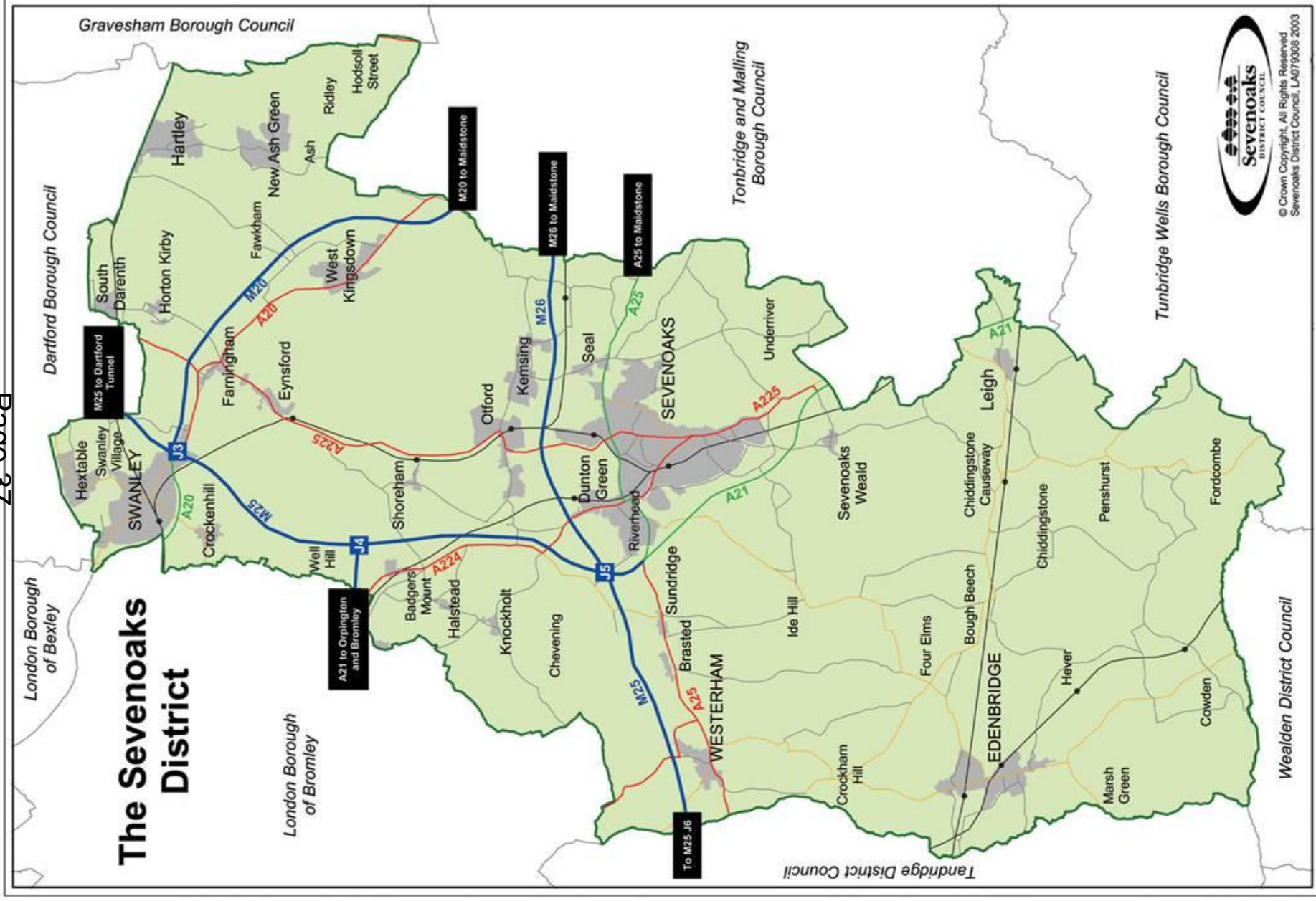
- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure and Meetings Sevenoaks District Community Safety Partnership Meetings

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Enquiries to:

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DRAFT



Appendix B

Sevenoaks District Community Safety Partnership



Strategic Assessment 2020

**Produced by: The Community Safety Team, Sevenoaks District
Council**

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Introduction

The Aim of this Strategic Assessment

This Strategic Assessment is produced for the Sevenoaks District Community Safety Partnership using data for the period 1 October 2019 - 30 September 2020 unless otherwise stated. It identifies the priorities for the 2021-22 Sevenoaks District Community Safety Strategy & Action Plan.

The purpose of this Strategic Assessment is to provide information and understanding of community safety issues for the members of the Sevenoaks District Community Safety Partnership. It identifies the emerging priorities by considering the patterns, trends and shifts relating to crime, disorder and Anti-Social Behaviour in the Sevenoaks District. Additionally, it includes a performance assessment of how far the partnership has achieved its previous priorities and an update of issues considered by the local community to be priorities.

The Background to the Strategic Assessment

In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards, which came into force in August 2007.

The 1998 Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards place an obligation on responsible authorities to comply with the specified requirements, one of which is the creation of an annual Strategic Assessment.

Strategic Assessments should identify current and anticipated crime, disorder and Anti-Social Behaviour issues from sound evidence and robust analysis. Strategic Assessments provide an intelligence-led business planning approach and help Partnerships to respond more effectively to the communities they serve.

Who Produced this Strategic Assessment?

The strategic Assessment has been produced on behalf of Sevenoaks District Community Safety Partnership by the District Council's Community Safety Team, using data and analysis supplied by their partner agencies and data through Kent County Council's Community Safety Team. The structure of the Strategic Assessment is based on a template used throughout Kent.

COVID-19

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This assessment will also be looking at COVID-19 and the effects it has had on the Community Safety Partnership and delivery of services.

Methodology

Data collected for this Strategic Assessment relates to the time period 1 October 2019 - 30 September 2020 unless otherwise stated.

The main body of this assessment is split into four sections.

Part one looks at contextual information such as Population, Diversity and Unemployment.

Part two gives a brief overview of Crime, Disorder and Anti-Social Behaviour issues affecting the Sevenoaks District. This includes an analysis of trends since the previous assessment and a cross-county comparison.

Part three is the 'In-Depth Analysis', which will first look at the emerging partnership priorities with recommendations for the Sevenoaks District 2020-21 Strategy & Action Plan. It then provides further analysis of the priorities, looking at the scale of each issue, reasons for changes in levels and suggested cause(s) of the issue, including the relevance of location, time, the offender and/or the victim.

The views and priorities of the local community have been gathered through the Partner agency reports and the Partners and Communities Together (PACT) process.

A priority selection process is used to produce a final list of recommended partnership priorities for the forthcoming year.

Part four looks at a broader range of issues including those that are important across the county, and those that have previously been priorities in the Sevenoaks District.

Part One - Sevenoaks District Profile

Population profile

The latest population figures from the 2019 Mid-year population estimates show that there are 120,800 people living in Sevenoaks District¹. This population size ranks Sevenoaks District the 7th most populated Kent local authority district area.

52% of Sevenoaks' population live in urban areas with the remaining 48% living in the surrounding rural area and settlements². 23% of the district's total population live in the Sevenoaks area urban whilst 19% of the total population live in the Swanley urban area.

Overall Sevenoaks has a very similar age profile to the county average. Sevenoaks has a slightly higher proportion of primary school age children and people aged 40 and older, and a smaller proportion of teenagers and those aged 20-39 compared to the KCC average. Over the last 10-years Sevenoaks' population has grown by 6.2% (an additional 7,000 people)³. This is the second lowest rate of growth of any Kent district.

The growth in Sevenoaks' population is set to continue with current forecasts suggesting a further increase of 13.9% between 2019 and 2039⁴. This rate of growth is higher than the county average (16.5%). This forecast is based on KCC's assessment of the district authority's future housing targets as at November 2019. Such targets will be subject to changes as district authorities develop their Local development framework.

Further population information can be found [here](#)

Ethnic profile

95.8% of Sevenoaks District population is of white ethnic origin with the remaining 4.2% being classified as of Black Minority Ethnic (BME) origin¹. The proportion of the Districts population classified as BME is lower than the county average of 6.3%.

The largest ethnic group in Sevenoaks District is White British, with 91% of residents from this ethnic origin. Within the BME population, the largest ethnic groups are Indian and White and Asian mixed (each accounting for 0.6% of all residents).

Further ethnicity information can be found - [link does not work](#)

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/equality-and-diversity-data>

Deprivation

¹ 2011 Census, Office for National Statistics

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The English Indices of Deprivation 2019 provide a measure of deprivation at both district and sub-district (Lower Super Output Area) level, relative to other areas in England².

In 2019 Sevenoaks District was ranked as the least deprived district in Kent (ranked 11 out of 12 districts, with the most deprived being ranked 1). Nationally, Sevenoaks ranks 253rd out of 317 local authority districts in England. This rank places it within England's least deprived half of authorities.

The county rank of Sevenoaks District has decreased by a place between 2015 and 2019. On the national ranking, Sevenoaks District has moved up by 11 positions from 264th in 2015 to 253rd in 2019. This indicates that Sevenoaks District's level of deprivation has increased relative to other areas in England.

The greatest levels of deprivation are found within Swanley St. Mary's ward. Neighbouring some of the most deprived areas of the District are areas with relatively low levels of deprivation. The least deprived areas of Sevenoaks District are found in the wards of Dunton Green and Riverhead.

Further deprivation information: [link does not work](#)

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/deprivation-and-poverty>

Unemployment - (out of work claimants of Jobseekers Allowance or Universal Credit)

Sevenoaks District unemployment rate is currently 4.3%. This is considerably lower than the county average of 6.3% and the national average of 6.5%⁸.

In September 2020 there were 3,045 unemployed people in Sevenoaks which is 2.0% higher (60 more people) than in August 2020 and 236.5% higher (2,140 more unemployed people) than September 2019.

This is shown in Table 1.

Table 1

District	Claimant Count					
	Total unemployed as of Sept 2020	Resident Base Rate %	Change from previous month Number	Change from previous month %	Change since last year Number	Change since last year %

² The English Indices of Deprivation 2019, Ministry for Housing, Communities and Local Government

	Claimant Count					
Sevenoaks	3,045	4.3%	60	2.0%	2,140	236.5%
Kent	59,785	6.3%	620	1.0%	34,990	141.1%
Great Britain	2,646,960	6.5%	21,210	0.8%	1,511,725	133.2%

Source: NOMIS - Claimant Count

Unemployment rates vary across the district. The lowest unemployment is in Sevenoaks Kippington ward where 2.8% of the working age population are unemployed. The highest rate is in Swanley St Mary's ward where 8.0% of the working age population are unemployed.

A lower proportion of those in Sevenoaks who are unemployed (20.0%) are aged 18-24 years old than the average for Kent (20.7%) but above the national average (19.5%).

Further unemployment information: [link does not work](#)

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

Universal Credit Claimants

The Welfare Reform Act 2012 made changes to the rules concerning a number of benefits offered within Britain.

One of the main changes is the introduction of a new single benefit called Universal Credit. Universal Credit is replacing six means-tested benefits and tax credits: Jobseeker's Allowance, Housing Benefit, Working Tax Credit, Child Tax Credit, Employment and Support Allowance, and Income Support. It is available for people who are out of work or who are in work but on a low income.

From July 2019 the government intends to begin a pilot scheme transferring claimants of existing benefits (those that Universal credit was designed to replace) onto Universal Credit. This managed migration will start initially within 10,000 existing claimants. The government will not start moving people over to Universal Credit in great numbers until the pilot scheme has been completed and assessed. However it is planned to have completed the full migration process by the end of 2023.

There are currently 6,115 claimants of Universal Credit in Sevenoaks as at August 2020. This accounts for 8.7% of the resident working age population, below the Kent average 13.2% and the national average 13.7%⁹.

Table 2

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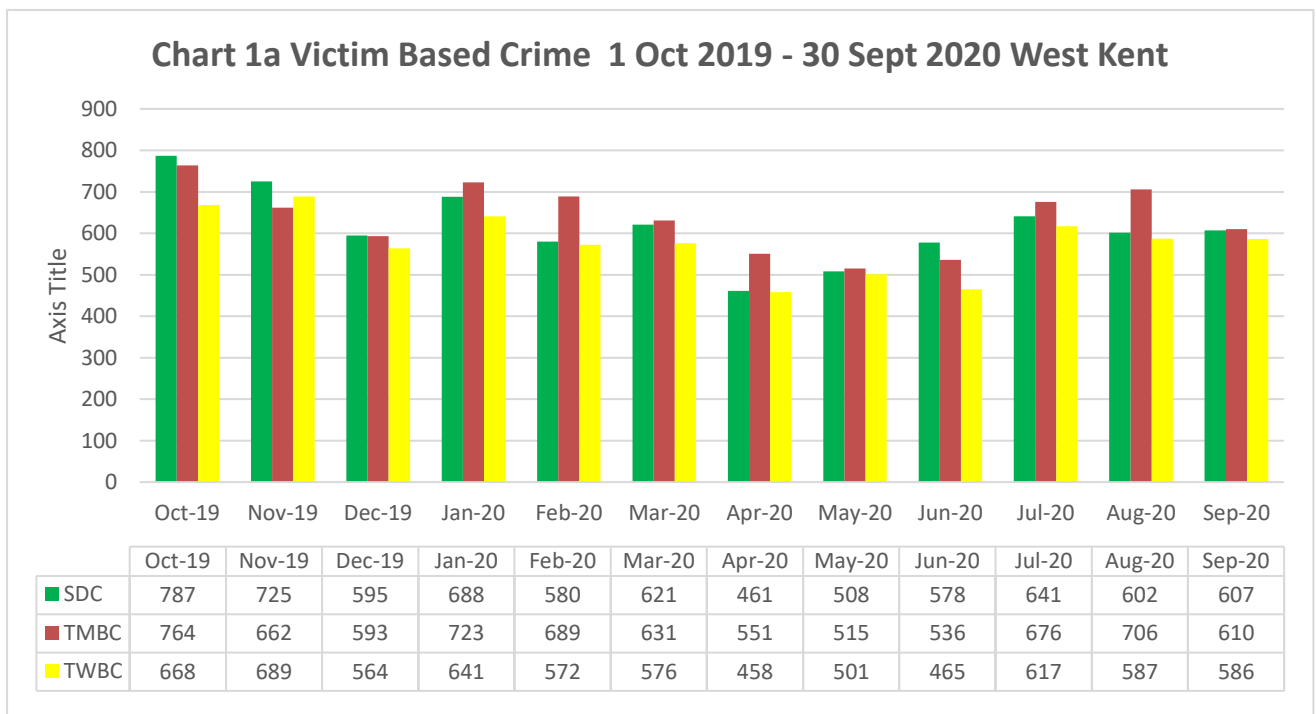
Universal Credit claimants						
District	Total Universal Credit Claimants	Resident Base Rate %	Change from previous month Number	Change from previous month %	Change since last year Number	Change since last year %
Sevenoaks	6,115	8.7%	-40	-0.6%	4,313	239.3%
Kent	125,443	13.2%	224	0.2%	74,277	145.2%
Great Britain	5,565,819	13.7%	58,850	1.1%	3,218,215	137.1%

36.3% of Universal Credit claimants in Sevenoaks are in work, slightly higher than the Kent average of 36.2% but below the national average of 37.5%.

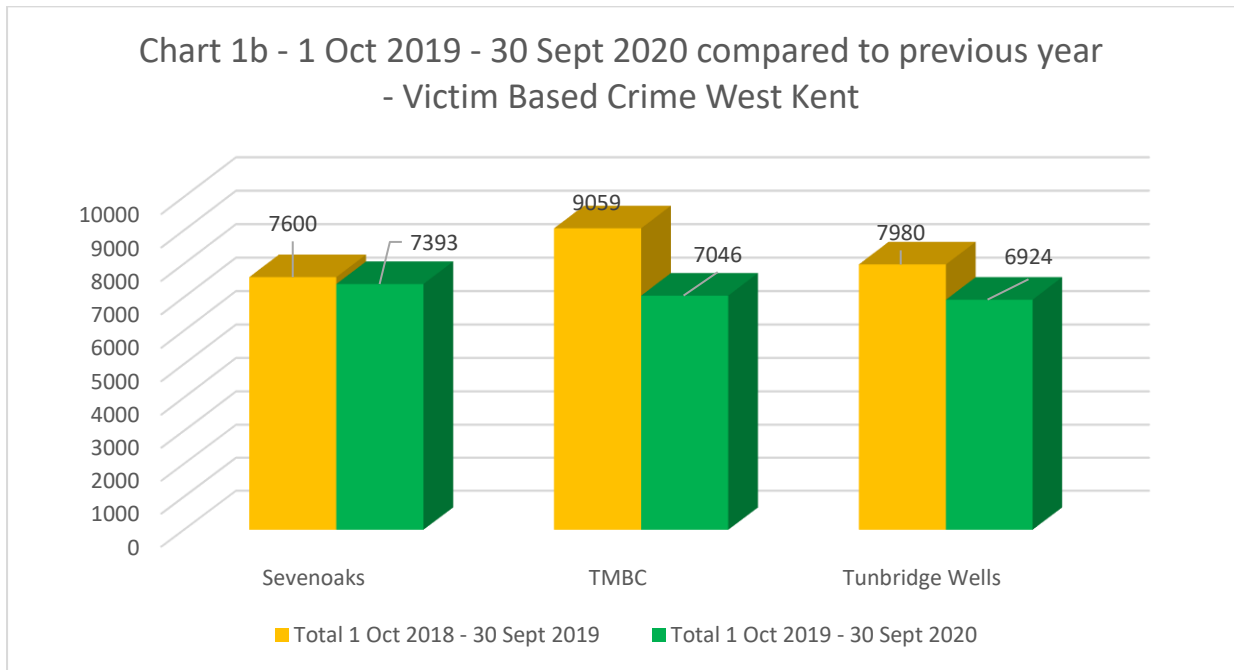
Part Two - Overview of Crime and Anti-Social Behaviour in the District

Pages 9 to 31 look at community safety issues to identify trends and comparative performance. Charts 1a, 1b and 1c show victim based crime from 1 October 2019 - 30 September 2020 for the District, for West Kent Police Division and for Kent, excluding Medway.

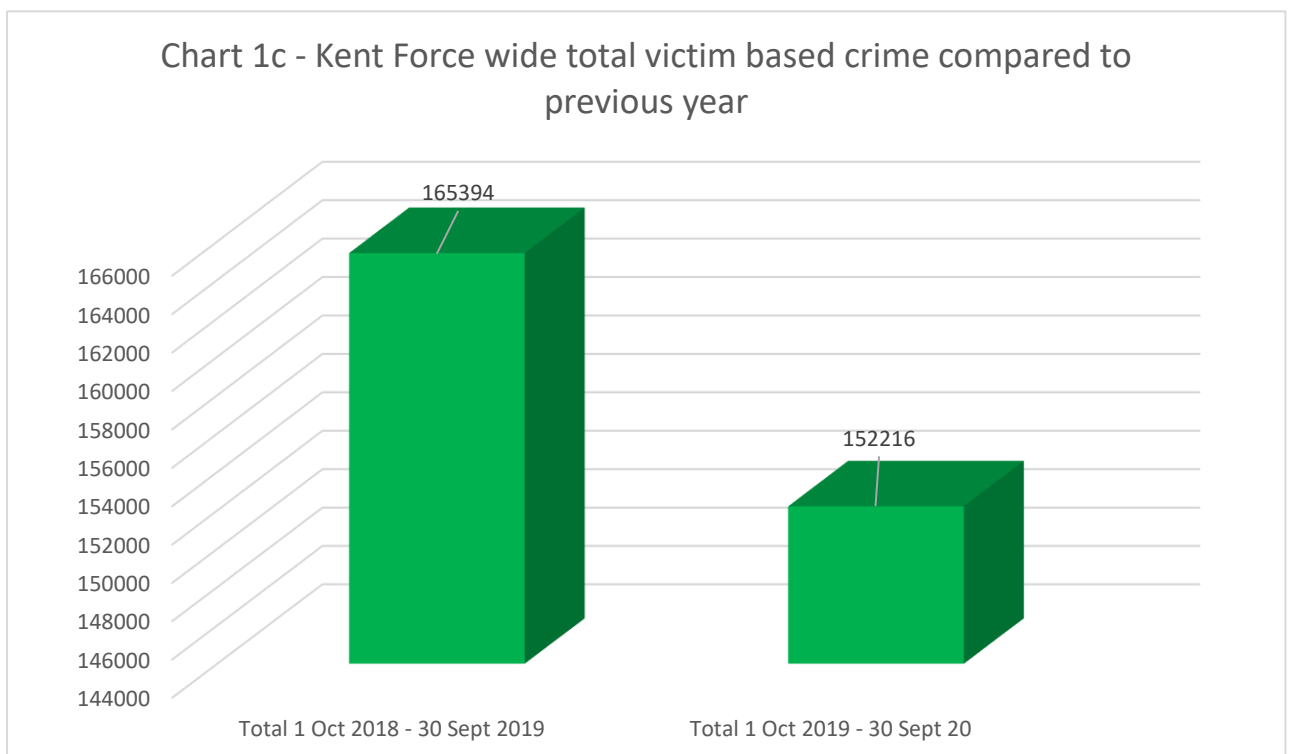
This year's recorded crime figures show that overall crime within Sevenoaks District has decreased from 7600 (in the year before) to 7393 This is a total crime decrease of 3%, with 207 less offences occurring in the same twelve month period. Sevenoaks District had the 3rd lowest number of recorded crimes in the county at the end of September 2020 (rolling year). All areas in the West Kent Police Division have seen a decrease in crime (TMBC 22% and TWells 13%).



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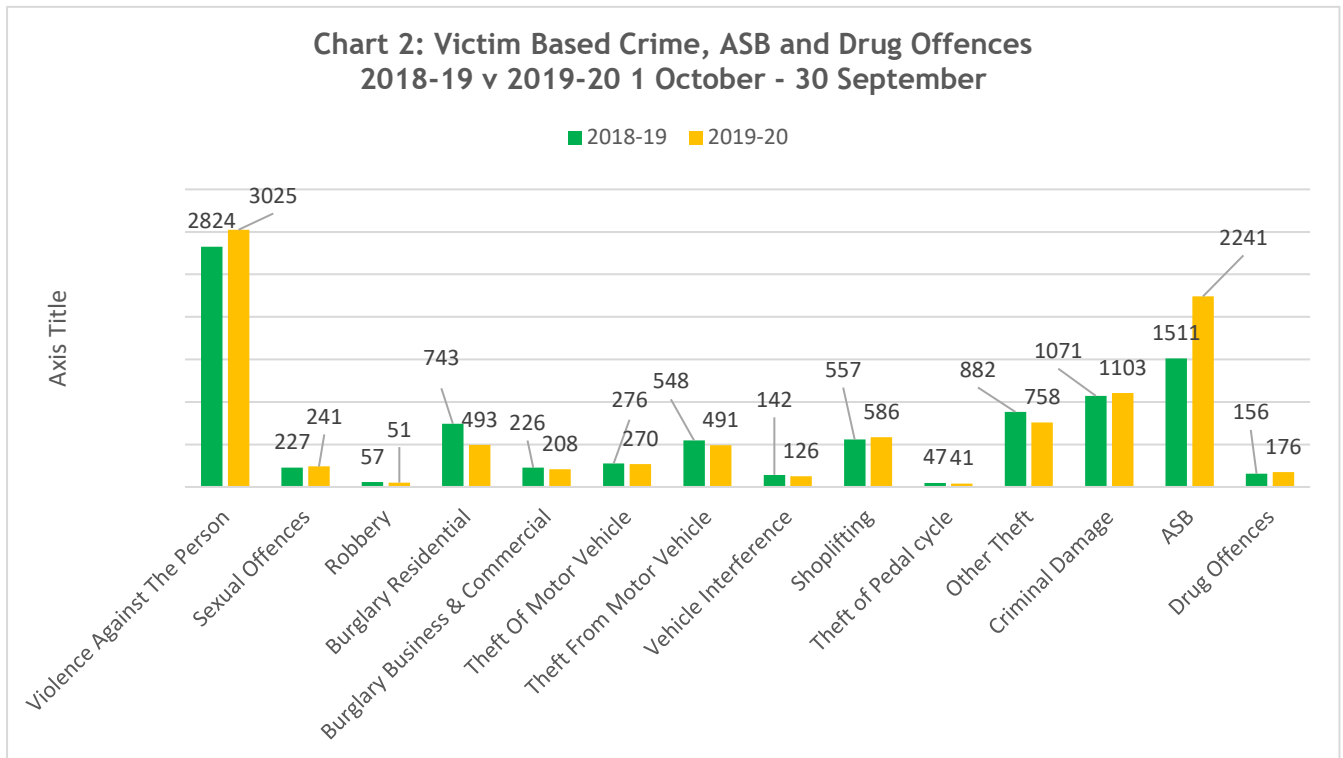
Victim based crime in Kent has decreased by 7.9% (-13,178 crimes)



Charts 1a-c Total Victim Based crime (Source: Kent Police via KCC Portal)

Chart 2 shows Victim Based Crime by type as well as Anti-Social Behaviour and Drug Offences. It can be seen that Violence Against the Person and Criminal Damage are the highest crime types, both with increases. Anti-Social Behaviour, is

recorded but not as a crime³, this has also increased. There have been decreases in Burglary Residential, Burglary Commercial and Vehicle Crime.



Kent Police figures (1 Oct 2019 - 30 Sept 2020) have been used to generate the following charts, which show a breakdown of crimes in the Sevenoaks District including and excluding the figures for Anti-Social Behaviour (ASB). Please note that from April 2017, Burglary categories were changed from Burglary Dwelling to Burglary Residential and Burglary Other than Dwelling to Burglary Business & Community.

³ Please note that Anti-social behaviour is not within the Home Office Counting Rules and is not a crime.

CHART 3: TOTAL VICTIM BASED CRIME IN SEVENOAKS DISTRICT OCT 2019 - SEPT 2020

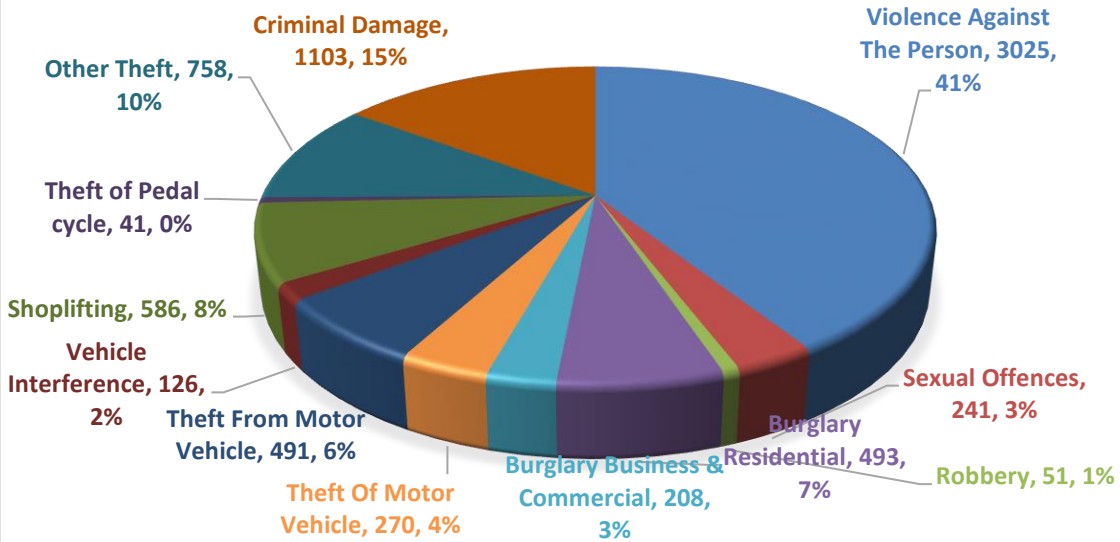
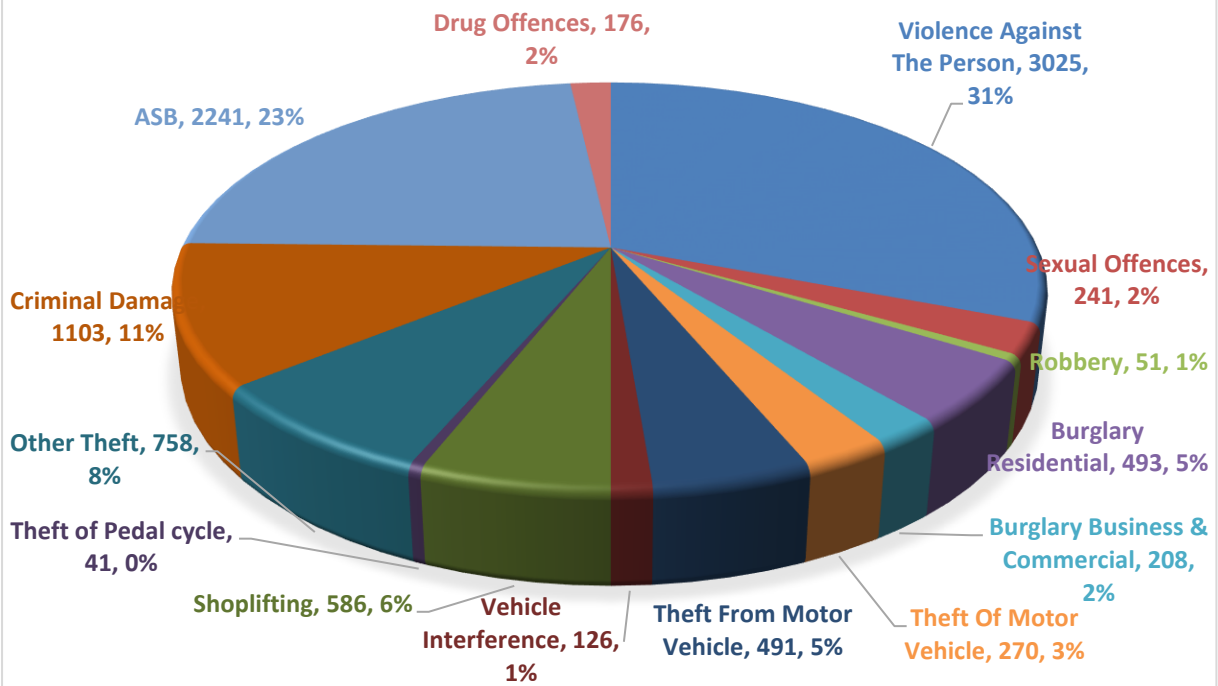


CHART 4: TOTAL VICTIM BASED CRIME, DRUG OFFENCES & ASB IN SEVENOAKS DISTRICT OCT 2019- SEPT 2020



Specific crime types have been examined alongside the rates for last year and crime levels throughout the county to provide a greater understanding of crime and ASB in the Sevenoaks District. These are set out below.

Table 3 - Sevenoaks District Crime Figures 1 October 2019 - 30 September 2020 (Kent Police)

Category	Oct 2018 - Sept 2019	Oct 2019 - Sept 2020	Difference	Percentage	Per 1K population	County Position at 30 Sept 2020 (1 = lowest)	Change from previous year
All Victim-Based Crime	7600	7393	-207	-2.7	63.18	3	up 1
Anti-Social Behaviour	1511	2241	730	48.3	12.56	2	no change
Burglary Residential	743	493	-250	-33.6	6.18	7	down 4
Burglary Business & Commercial	226	208	-18	-8.0	1.88	12	up 5
Criminal Damage	1071	1103	32	3.0	8.90	2	down 1
Domestic Abuse - No. of incidents	2161	2408	247	11.4	17.96	2	up 1
Violence Against the Person	2824	3025	201	7.1	23.47	1	no change
Drug Offences	156	176	20	12.8	1.30	1	down 1
Robbery	57	51	-6	-10.5	0.47	2	up 1
Sexual Offences	227	541	314	138.3	1.89	1	no change
Shoplifting	557	586	29	5.2	4.63	4	up 1
Theft From a Motor Vehicle	548	491	-57	-10.4	4.56	8	no change
Theft of a Motor Vehicle	276	270	-6	-2.2	2.29	8	up 2
Theft of a Pedal Cycle	47	41	-6	-12.8	0.39	2	up 1

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Sevenoaks District continues to be a safe place, with the third lowest level of recorded Victim Based Crime in Kent (Rolling Year Oct 2019- Sept 2020). However, financial year April - September 2020 sees Sevenoaks District with the second lowest level of recorded Victim Based Crime. ASB although has seen a high increase, also remains low in comparison to the rest of the county.

Sevenoaks Police have a very active and engaging Twitter account, going from 6472 followers this time last year to 6953 currently, an increase of 7.4%. This is largely due to all Policing staff having access to update the account.

The Community Safety Unit is seen as an example of best practice in the county, with excellent joint working arrangements. Recent successes include Operation Mint, tackling ASB across the District during COVID-19 restrictions.

The Serious Crime Tactical Group, a monthly partnership meeting, is recognised as best practice across Kent. Co-chaired by the Community Safety Manager and Community Safety Unit Inspector, it has been pivotal to disrupting Organised Crime Groups on or linked to Sevenoaks District.

The Independent Police Advisory Group continues to thrive, with a healthy attendance and engagement. A real focus on vulnerability, including critical assessment of anonymised Hate Crime investigations has provided useful feedback.

SpeedWatch, co-ordinated by Kent Police Headquarters and SDC with loan of Speedboards, was put on hold during 2020 due to COVID, this was to protect our volunteers at this time.

Specialist PCSO roles are embedded into the CSU, this consist of Domestic Abuse PCSO, Crime Reduction PCSO, Vulnerable Adults and a Vulnerable Youth PCSO.

A general overview of some of the crime types and statistics highlights that Violence against the Person is the highest recorded crime in the District at 41%, with 3025 recorded crimes, there was an increase of 201 crimes (7.1%) compared to the same period the previous year. Despite the rise, the District continues to have the lowest rate in Kent and the majority of these offences are incidents of domestic abuse.

Domestic Abuse incidents in the Sevenoaks District have increased by 247 crimes (11.4%). The District has the second lowest number of Domestic Abuse incidents in the county (2408)⁴, Please note: Domestic Abuse incidents are not always reported as violence against the person, if there has been no violence recorded.

⁴ Apparent inconsistency in annual figures arises from the classification of 'incident'. Domestic abuse 'incidents' are not necessarily violent and can refer to verbal disputes which have been reported to Kent Police; as such, not all incidents make it into statistics for violence against the person.

For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 23% of the total recorded figures when included in crime statistics. Figures show 2241 recorded incidents of ASB occurring within the District were reported to Kent Police. The District had the second lowest number of ASB reports in Kent and saw an increase of 48% (730 reports).

Although there has been a slight increase in Drug Offences, this is noted as a positive on the basis that Drugs crimes are mostly discovered by police. It is therefore demonstrative of the Police being active across the District and the CSU attending areas where residents have reported drug use taking place.

This period has seen a total of 701 burglary offences, an decrease of 41.9% (268 offences) compared with figures for the same period last year. Burglary as of April 2017 is divided into Burglary Residential and Burglary Commercial & Business.

These offences account for a relatively small percentage of total crime in the District, 7% for Burglary Residential and 3% Burglary Commercial & Business. The Sevenoaks District rankings have decreased by four places for Burglary Residential, but Burglary Commercial and Business has gone up five places.

Community Safety Unit

The CSU Daily tasking's meetings dealt with 796 ASB/Community Safety calls from October 2019 - September 2020. This is an increase of 258 calls (47%) compared to same period last year. All actions were followed up and residents were kept updated in all actions unless they had been reported anonymously. SDC, Police, Community Wardens, West Kent Housing and SDC Environmental Heath attend the CSU daily tasking on a daily basis.

To address vulnerable and repeat victims & locations, the CSU sets up Task and Finish Groups if a call is logged 2-3 times and needs a more in depth partnership approach. A meeting is set up, followed by an action plan on either a location or a person. In the same time period as above, there were 17 (same as same period last year) Task and Finish Groups. These were:

- 3 x individuals in Seal, Sundridge and Swanley
- Oak Tree Farm
- Sevenoaks Town ASB
- Romney Street, Otford
- Barnfield Park, New Ash Green
- Former Brokehill Golf Club, Halstead
- Hartley Offenders
- Maws Meadow, West Kingsdown

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- 120 Chipstead Lane, Sevenoaks meeting
- Attwood Field, New Ash Green
- Obstructive Parking - Knole Park
- Social Distancing/Drugs/Young People
- ASB/Nitrous Oxide
- Op Glass/ASB New Ash Green
- The Sidings, Dunton Green
- Redwood Place, Sevenoaks
- Shenden Close, Sevenoaks
- Eureka, West Kingsdown
- OSARA Rave Plan
- OSARA Edenbridge Plan

There were 18 Partnership site visits to:

- Oak Tree Farm, Halstead
- Maws Meadow, West Kingsdown
- Alexandra Close, Swanley
- Northfield, Hartley
- Attwood Field, New Ash Green
- Romney Street, Otford
- Eglantine Stables, South Darent
- Penshurst Place/Poundsbridge/Enfield Road
- Angling/Sailing Club - Chipstead Lakes
- Bradbourne Lakes.
- Bentleys Meadow, Seal
- Former Broke Hill Golf Club, Halstead
- Covers Farm, Westerham
- Oak View Stud Farm, Horton Kirby
- Yearling Coppice, Halstead
- Warren Farm, Penshurst
- Chafford Bridge, Penshurst
- Manse Way, Swanley

SDC ASB Officer/ CSU

In September 2020, due to restructure within the Council and resignation of the current ASB Officer, the role was deleted but ASB continued to be dealt with by Community Safety Officer and Community Safety Manager. Recorded incidents of anti-social behaviour were slightly lower in the period from October 2019 until September 2020. The total number of calls received by the Council during October 2019 and September 2020 equals 98 calls. This is 24 less calls than the same period last year, when 122 calls were received, which equates to a 19% decrease in calls received.

Edenbridge South & West had the highest number of reports of anti-social behaviour to the District Council. Farningham, Horton Kirby and South Darenth and Swanley, St Marys are joint 2nd highest with 10.

The highest type of anti-social behaviour reported is Nuisance Behaviour with 45 reports. This is followed by reports of Drugs misuse and dealing and vehicle related nuisance. Calls by type are always higher than reports received as residents can report more than one type at a time.

During the period of October 2019 and September 2020, 22 Anti-Social Behaviour warning letters and 7 Acceptable Behaviour Agreement contracts were issued to named individuals. Two Acceptable Behaviour Agreement Breach letters were also served.

The Community MARAC (Multi-Agency Risk Assessment Conference). This looks at all repeat offenders and victims to give a wider remit. On average the monthly meeting looks at around 20 individual/families.

The Criteria is:

- ASB incl Disputes & Environmental Crime
- Hate related incidents
- Mental Health concerns
- Persistent offenders of crime and Disorder
- Vulnerable victims and locations including child sexual exploitation, human trafficking and modern slavery and gangs
- Vulnerable adults and young persons
- Substance Misuse

Other partners within the CSU such as CCTV, Licensing, Direct Services, West Kent Housing and Environmental Health have provided the following data.

SDC CCTV

From 1st October 2019 to 30th September 2020, the CCTV Control Room at Sevenoaks District Council assisted the police with 101 arrests for this period; this is an increase from the previous year.

Anti-social behaviour, theft and drug related issues continue to be our highest crime recorded within the CCTV service way above all other crimes. The CCTV teams continues to work closely with the Sevenoaks District Community Safety Partnership bringing together all of the agencies in the District who can have an impact on crime, anti social behaviour and the fear of crime.

The CCTV Service is not all about the detection and prevention of crime, during this year the CCTV service assisted police with 109 separate incidents of missing and vulnerable persons.

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The Children's Act 2004, section 11, places a statutory duty on District Council's to make arrangements in discharging their functions they have regards to the need to safeguard children and promote the welfare of children. CCTV monitors many parks, open spaces, play areas, skate parks within our areas assisting with many incidents relating to children or young people.

CCTV dealt with 228 child related incidents.

The Domestic Violence Crime and Victims Act 2004, places a requirement on Local Authorities including District Councils to participate in preventing Domestic Abuse. CCTV have been involved many serious Domestic Violence cases, some have resulted in life threatening and very disturbing outcomes.

CCTV has been instrumental in bringing offenders to justice and with our partnership working offering the appropriate help and support to victims.

CCTV dealt with nine domestic violence incidents during this period.

The CCTV Control Room works in partnership with Kent Police, the Community Safety Unit and with local businesses to promote the Home Office Business Crime Reduction Partnership. These partnerships manage both the day and night-time economies in our towns, to help combat crime and disorder.

This year during the COVID-19 pandemic lockdown, the CCTV Control Room remained open. CCTV operators deemed as key workers, patrolling and monitoring our town's centres. Demonstrating and signifying the value of CCTV. The CCTV Control Room is also responsible for the Emergency out of hour's service, dealing with hundreds of COVID-19 related calls.

The District Council remains committed to the use of CCTV in helping to make our communities safer places to live work and visit.

SDC Licensing

The SDC Licensing Team has visited a number of premises, referred by the public and the CSU regarding community safety and licensing issues. They have attended five of the task and finish groups set up by the CSU.

There has been continued training to all taxi drivers on Child Sexual Exploitation and Human trafficking.

SDC Licensing Team have also been involved with the CSU on breaches of COVID-19 Breaches, Temporary Events Notices and Scrap Metal Licenses.

SDC Environmental Health

The Environmental Protection Team is a shared service with Dartford Borough Council and operates from the Civic Centre in Dartford. The team comprises 4

Environmental Health Officers (EHOs), 2 Environmental Protection Officers (EPOs), 1 Scientific Officer (SO), 2 Animal Control Officers (ACOs) and 1 Environmental Protection Support Officer (EPSO).

The team is responsible for areas of work as diverse as Air Quality, Environmental Permitting, Animal Licensing, Contaminated Land, Licensing & Planning Consultations and Private Water Supplies in addition to the investigation of complaints commonly linked or associated with Anti-Social Behaviour/ Statutory Nuisance.

With the exception of the specialist officers (SO and ACOs), officers undertake a varied case load comprising project based work and complaints from members of the public. All officers undertake work within the Dartford Borough and Sevenoaks District.

Between 1st October 2019 and 30th September 2020, the Environmental Protection Team received 2571 service requests relating to issues within Sevenoaks District.

Of the Service Requests received by Sevenoaks, 1488 relate to matters associated with anti-social behaviour (accumulations of rubbish, animal welfare, dog fouling, noise and nuisance). This is 376 more complaints than previous period.

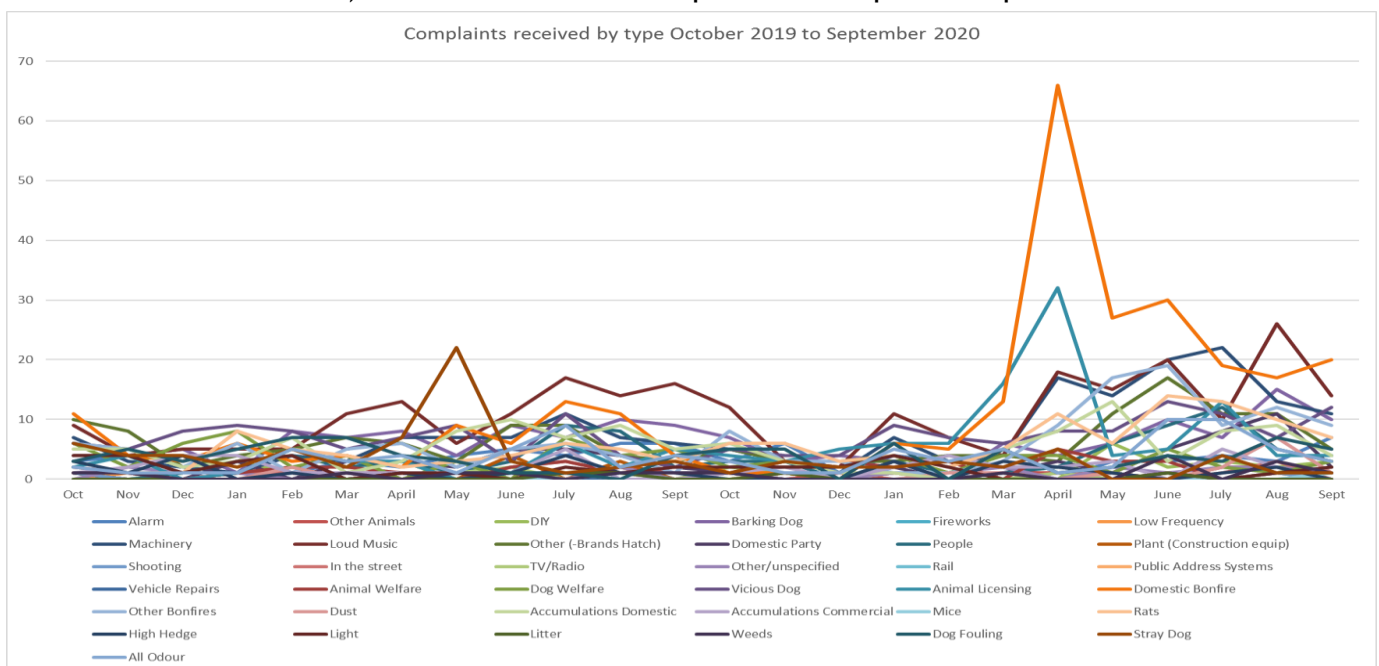


Chart 5 shows complaints received by type

This significant rise has resulted primarily as a consequence of the Covid-19 pandemic and the resultant ‘lockdown’ between March and June. During this period when residents were encouraged to stay at home, the Environmental Protection Team saw a dramatic rise in complaints about neighbouring properties (particularly bonfires and noise). This combined with the usual seasonal increase during the summer resulted in the team receiving more complaints than ever before during the reporting period.

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Of the complaints received, the largest proportion (40%) were about noise. Followed by complaints about bonfires (20%), enquiries about animal licensing (7%), vicious dogs (6%) complaints about rats (6%) and accumulations of waste (6%).

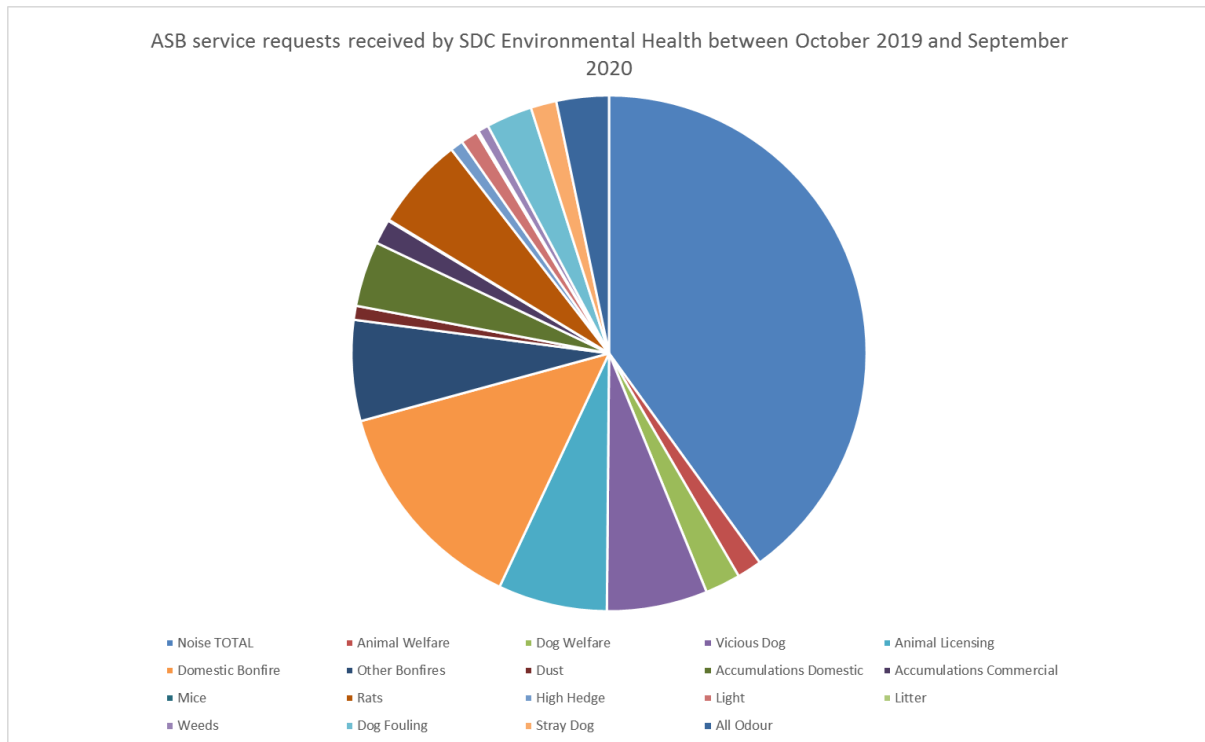


Chart 6 shows ASB Service Requests

Noise Complaints

The number of noise complaints has risen sharply when compared to last year (596 in 2019/20 vs 491 in 2018/19). This significant rise has been driven by circumstances caused during the Covid-19 pandemic including:

- householders being at home for longer periods and therefore more likely to be affected by their neighbours
- children being at home for long periods following the closure of schools creating additional noise
- homeworking by residents who then expect an unreasonable level of quiet.
- Conflict between homeworking and ongoing construction/ DIY.

As a result, “neighbour noise” accounts for the biggest proportion of noise service requests (including loud music- 24%, People noise 8%, unspecified/ other- 13%, domestic parties- 6%). We have also seen a large increase in the number of complaints about the use of construction machinery (an increase of 55) where construction continued during the lockdown affecting residents who were stuck at home.

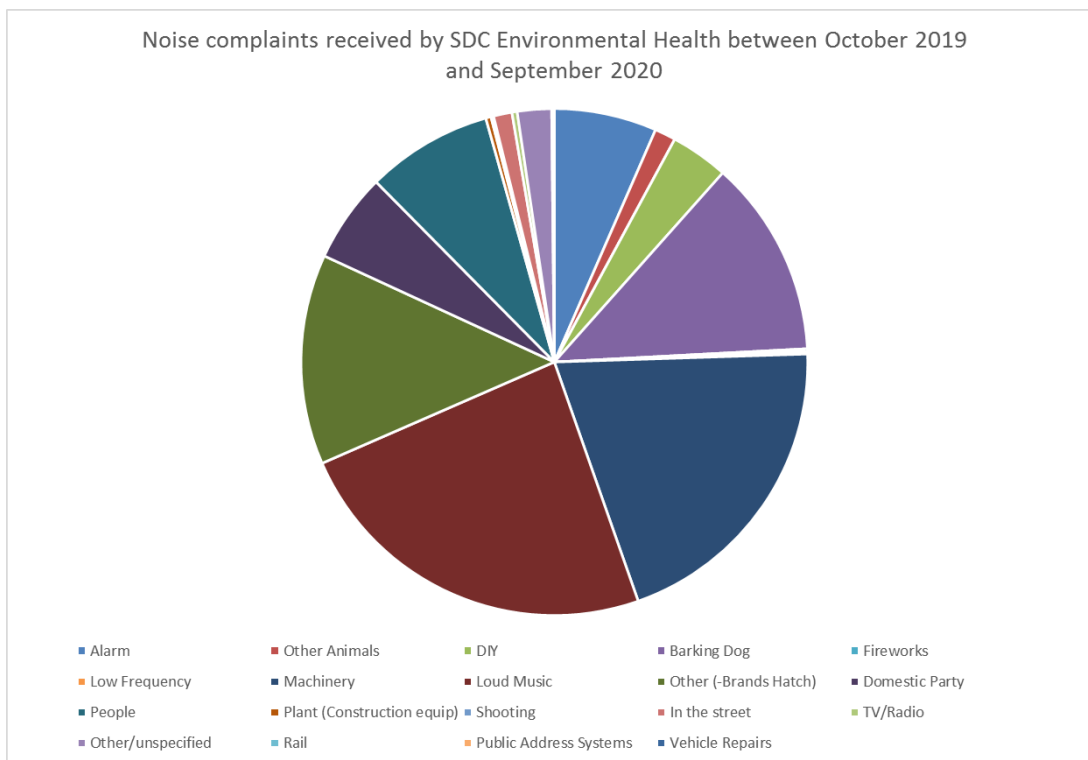


Chart 7 shows noise complaints received

Noise App

In April 2018 the District Council began to provide residents with access to ‘The Noise App’ (<https://www.thenoiseapp.com/#/>). This is a mobile application which is downloadable to Apple and Android devices and allows residents to log noise as it is occurring and take short recordings which can be listened to by case officers.

This system provides supplementary information to case officers above that which can be ascertained from traditional paper diary sheets and allows us to more quickly and accurately assess complaints and determine investigation procedures.

The number of complainants using the NoiseApp has continued to increase (444 users in 2019/20) and the Environmental Health Partnership now receives approximately 7500 noise reports through this system each year.

During the lockdown period when it was not possible to conduct visits into customers’ homes, the NoiseApp proved invaluable and allowed residents to continue collecting evidence of their complaint and our officers to continue their investigations and take enforcement action where necessary.

Bonfires

At the start of the Covid-19 lockdown the Environmental Protection Team received a surge in bonfire complaints. These complaints coincided with good weather, large numbers of recently furloughed residents undertaking gardening and the

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closure of the civic amenity sites. At the same time residents confined to their homes were unable to get away from troubling bonfire smoke. This 'perfect storm' of circumstances resulted in Sevenoaks Council receiving 168 bonfire complaints between April and June compared to 125 in the entirety of 2019/20

In response the Environmental Protection Team adopted a proactive approach to complaints using our duty officer system. Whenever we received a complaint about bonfires our officers would offer to visit the alleged offender to offer advice and explain how their fire was adversely affecting neighbours. We also worked with the communications team to put out messaging encouraging residents not to have a bonfire during lockdown. Click [here](#) to view it.

Animal Control/ Welfare

The District Council received 150 service requests regarding animal control and welfare during the monitoring period. This is a slight increase compared to last year. A large number of these service requests (63%) relate to complaints about vicious dogs.

The District Council is responsible for investigating such complaints where they relate to attacks on other animals. However we are also often requested to assist Kent Police in the course of their investigations into dog on human incidents.

In April 2018, we changed our procedures for dealing with such incidents to utilise the powers afforded by the Anti-Social Behaviour Crime and Policing Act 2014. This change enables officers to take a proactive enforcement approach to such complaints by issuing Community Protection Notice Warning Letters and Community Protection Notices.

A positive impact of the Covid-19 pandemic is that owing to residents being at home for longer periods we have received less stray dogs than in previous years (down 60% on 2018/2019). As a result we have had to rehome fewer animals that might have been the case in a normal year. However whilst this trend has been extremely positive, it would seem that those dogs we have been receiving are generally being abandoned in a poor condition (some with major medical and neglect issues). Fortunately we continue to work with our partners in the Charity Sector to obtain suitable treatment for these dogs.

Enforcement

In 2019/20 the team issued 40 Community Protection Notice Warning Letters (CPWs) under the Anti-Social Behaviour Crime and Policing Act 2014. These warning were in response to various issues including noise, anti-social dog behaviour, accumulations of waste and bonfires, and overgrown gardens.

Officers served 4 abatement notices under s79 of the Environmental Protection Act 1990, 3 in respect of noise, 1 in respect of fume/ odour from a commercial premises. In addition we served 5 Community Protection Notices.

Table 4 - Noise Statistics 1 Oct 2019 - 30 Sept 2020

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	19/20 Total	18/19 Total	Difference
NOIALM	Alarm	3	6	1	4	3	2	0	3	3	4	3	7	39	42	-3
NOIANI	Other Animals	1	0	1	0	0	1	1	0	0	2	2	0	8	4	4
NOIDIY	DIY	2	1	0	1	1	1	0	6	2	3	2	3	22	11	11
NOIDOG	Barking Dog	7	3	4	3	0	6	4	6	10	7	15	10	75	78	-3
NOIFIR	Fireworks	0	0	0	0	0	0	0	1	0	0	0	0	1	2	-1
NOILOW	Low Frequency	1	0	0	0	0	0	0	0	0	0	0	0	1	4	-3
NOIMAC	Machinery	5	3	1	7	3	4	17	14	20	22	13	11	120	65	55
NOIMUS	Loud Music	12	3	2	11	7	4	18	15	20	10	26	14	142	116	26
NOIOTH	Other (-Brands Hatch)	5	3	3	3	4	4	3	11	17	11	11	5	80	70	10
NOIPAR	Domestic Party	1	0	0	2	0	1	3	1	5	8	11	2	34	28	6
NOIPEO	People	3	3	0	3	1	1	2	6	9	12	5	3	48	36	12
NOIPLA	Plant (Construction equip)	0	1	0	0	0	0	0	0	0	0	1	0	2	12	-10
NOISHO	Shooting	0	0	0	0	0	0	0	0	0	0	1	0	1	2	-1
NOISTR	In the street	0	0	0	1	0	0	1	1	0	1	3	0	7	9	-2
NOITV	TV/Radio	0	0	0	1	0	0	1	0	0	0	0	0	2	3	-1
NOIUUNS	Other/unspecified	1	0	0	1	1	2	0	2	1	2	2	1	13	9	4
NOIRAI	Rail	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1
NOIPAS	Public Address Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOIVR	Vehicle Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Noise TOTAL	41	23	12	37	20	27	50	66	87	82	95	56	596	491	105

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Table 5 - Complaints 1 Oct 2019 - 30 Sept 202

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	19/20Totals	18/19 Totals	
ANWEL	Domestic Bonfire	1	1	0	6	5	13	66	27	30	19	17	20	205	76	129
DGWEL	Animal Licensing	4	3	5	6	6	16	32	4	5	13	4	4	102	32	70
DGVIC	Vicious Dog	5	4	4	9	7	6	8	8	13	11	7	12	94	77	17
ANLIC	Other Bonfires	8	3	3	1	1	3	9	17	19	9	12	9	94	49	45
BNDOM	Rats	6	6	3	4	2	5	11	6	14	13	10	7	87	43	44
BONOTH	Accumulations Domestic	6	3	1	1	0	5	8	13	3	8	9	4	61	65	-4
DUST	All Odour	3	1	1	5	3	5	1	2	10	10	5	3	49	38	11
EPACPD	Dog Fouling	5	5	0	6	0	5	1	2	4	3	7	5	43	43	0
EPACPC	Dog Welfare	2	3	3	4	1	4	4	1	5	2	1	3	33	47	-14
EPAMIC	Stray Dog	1	3	2	2	3	2	5	0	0	4	1	1	24	61	-37
EPARAT	Animal Welfare	1	3	3	2	3	0	5	3	3	0	0	0	23	16	7
EPHEDG	Accumulations Commercial	1	2	0	2	4	2	2	3	0	5	2	0	23	21	2
EPLGHT	Light	2	2	2	4	2	0	0	0	1	0	1	2	16	23	-7
EPLTTR	Dust	0	0	0	0	1	1	0	1	0	2	7	1	13	3	10
EPWEED	High Hedge	0	0	0	3	0	3	2	1	0	1	2	0	12	17	-5
DGFOUL	Weeds	1	0	0	0	0	1	0	0	4	0	3	1	10	7	3
DGSTRY	Litter	0	1	0	0	0	0	0	0	1	0	0	0	2	2	0
ODR	Mice	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0
		46	40	27	55	38	71	154	88	112	100	88	73	892	621	

West Kent Housing Association

Following on from our 2018 / 2019 Community Safety Strategic Assessment our business focus remains unchanged. The analysis supports our ongoing business awareness in creating 'Our Vision,' which is to be a leading community provider of affordable homes in Kent and Medway, encourage tenancy sustainability, an ambitious review of our domestic abuse services, Tackle isolation and to build not just new affordable homes, but communities too. We will help to create in Kent and Medway a prosperous, strong and sustainable society; a place of opportunity for all; where people can plan for their future.

Our vision for our 2018-2022 Strategy is to continue to consolidate the work that we do and strive further to be a valued landlord and partner, renowned for its professionalism, fairness and consistency in promoting community safety across areas where we have homes. This vision is the cornerstone for our strategy from the present day and beyond.

We have developed our own positive culture of working in partnership with customers and stakeholders, to deliver exceptional services in a friendly, solution focused way. We focus on the long term and the needs of the future, as well as current residents. We ensure our residents and customers have real influence on what we do. We provide more than just landlord services because we care about the people and places where we work. We recognise the importance of a local focus and work actively with our local authorities and other local partners to improve and shape places at both a strategic and operational level. These values will be further embedded through the 'Social Housing White Paper'. The impact to the social housing sector cannot be underestimated. Not only are operational activities and performance measures under increased scrutiny by The Regulator, there are new requirements for resident engagement and complaints. There is a greater emphasis on safety, resident voice, performance monitoring and home ownership. Overall, there are seven themes in the social housing white paper, all linked by one common thread - that the safety, wellbeing and opinions of social housing residents is paramount, and it's down to landlords to demonstrate engagement and performance to their residents.

The Government will clarify the responsibilities of landlords and the police in directly tackling anti-social behaviour, so residents understand where to access support and what to expect in terms of a response, including greater clarity around the availability of Community Trigger or multi-agency ASB Case Review arrangements.

Community Safety Strategic Analysis for 1 October 2019 - 30 September 2020:

WKHA received 541 complaints of antisocial behaviour and other community safety related matters for the period 1 October 2018 to 30 September 2019. This is an

increase of 34% over the same period for the previous year. We have identified increases and decreases in reported categories of Community Safety.

With increased reporting in mind. We have seen a rise from 27 cases to 40 reported cases of domestic abuse, a rise of 48% of which 24 cases referred to 'physical abuse'. This figure does not include cases referred to MARAC. Such a rise should be viewed positively with tenants being confident that they will be listened to and supported through a partnership approach. Equally, adult safeguarding has seen a decline from 14 reported cases to 3. A decrease of 78%. Child safeguarding reports saw a significant decrease from 9 to 2 reported cases. A decrease of 77%. A decline in Physical Violence reports has been minimal from 12 reports to 11 reports, with 'actual assaults' being reported either by or on tenants. Prostitution and alleged incidents of indecency have been reported. The number reported is very low, however we remain mindful of human trafficking / safeguarding during our day to day activities.

We have seen 55 reported complaints regarding drugs / substance misuse and drug dealing with 'Drug user' as the predominant factor. 40 of the reported complaints revolved around 'drug use'. Reported 'Hate Crime incidents have declined from 7 reported alleged incidents to 3 reported incidents for the period 1 October 2019 - 30 September 2020.

Significant increases are seen in Litter/ Rubbish / Fly tipping by 106%, Noise 91%, with lifestyle (+28%), music (+ 192%), DIY (+1300%) 1 reported complaint to 14 reported complaints. Misuse of Communal Areas / Public Space or Loitering is up by 200% with 'Pet related nuisance up by 80%.

Verbal Abuse/Harassment/Intimidation/Threatening Behaviour has equally seen a significant rise in complaints with 78 complaints recorded for 2018 / 2019. The same period 1 October 2019 - 30 September 2020 has recorded 116 complaints, a rise of 49%, with verbal threats and abuse recording 44 of those complaints or 38%.

COVID -19 restrictions on people movement has and continues to see residents spending more time within their homes and with it the associated complaints as identified above. The above complaints are challenging for the Team and the organisation.

We secured 2 Injunctions following ongoing reports of serious antisocial behaviour that was impacting on the quality of life for residents. One tenant who breached an earlier and unconnected injunction order surrendered their tenancy following committal proceedings at Dartford County Court.

The Team is currently involved with a breach of Injunction at Medway and committal are in progress. Injunction action is pending at Medway County Court for antisocial behaviour and property access.

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Various factors can influence recorded data however one significant process is, better reporting channels together with confidence by the client that their report will be listened to and where appropriate acted upon. A more robust approach with tenants over the condition of property through Tenancy Service Officer early interventions and continual assessment.

SDC Direct Services

SDC currently employs two (2) Environmental Enforcement Officers both working a contracted 4 day week. For the requested reporting period there were a total of 1513 fly tipping offences reported, which is an increase from last year of 394 and for the period of the enforced lockdown the increase of reported incidents was 139.

A considerable amount of waste during this period seemed to have been generated by domestic style projects with old kitchen and bathroom materials being tipped illegally mainly on rural roads to the North of the District.

A total of 140 investigations were undertaken by the team resulting in:

- 10 cautions
- 4 Court Proceedings for S33(1)(a) (Fly tipping) and S34 (Duty of Care) Environmental Protection Act 1990 offences
- 17 Fixed Penalty Notices for of S33(1)(a) 90 and S34 90 offences
- 20 investigations resolved by providing words of advice
- It should be borne in mind that the Courts ability to deal with cases were severely disrupted by lockdown and legacy locked down measures.
- There are currently 6 prepared files with legal awaiting Court dates
- Approximately 120 S33/34 EPA 90 (letters of engagement) letters were sent
- Approximately 250 S46 EPA 90 (correct disposal of household waste) letters sent
- 15 KMIP (Kent and Medway Information Sharing Protocol) requests sent to Kent Police requesting vehicle and nominal checks

PACE interviews have continued to take place at the Dunbrik Depot with suitable Covid compliant measures in place. Days of action with the Police have been undertaken to proactively target waste carriers and providing advice and or issuing FPNs

One such day of action took place with a BBC South East reporter and camera crew which resulted in the arrest of a fly tipping offender for non appearance at Court.

A Community engagement process to harness local resources in identifying fly tippers and or obtaining evidence from fly tipping has begun. This has shown signs

of being very successful with sufficient evidence in one case to prosecute a male for three separate fly tipping offences in School Lane, Fawkham.

Signage continues to be deployed in identified hotspot areas and camera deployments both overt and covert have also taken place.

Abandoned vehicles

SDC received 167 reports of abandoned vehicles which is a significant decrease from the reports for the period October 2018 - September 2019.

It should be noted that SDC suspended taking reports for a 4 month period between April 2020 and July 2020

Of the above 15 vehicles were genuinely abandoned and removed. As with the previous reporting year the low proportion of vehicles removed is primarily due to the majority of those reported still either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

The average time taken to remove abandoned vehicles up to 30th September 2020 was 4.86 days. The target time for removal is five days. This is only partly under SDC's control as, although we establish if a reported vehicle is indeed abandoned and instigate removal, the physical clearance is arranged through a KCC disposal

Graffiti

Graffiti reports to the Council have increased by 4 reports this year with 37 recorded incidents (incl offensive).

There were 15 offensive graffiti reports between October 2019 and September 2020 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

Safer Towns Partnership

COVID-19 lockdown came into force on the 23rd March 2020 and has affected all partnership businesses resulting in two businesses withdrawing from the partnership scheme.

Whilst the full effect of this lockdown on members businesses is not yet fully recognised, this has created unprecedented pressure on the ability for the management of the partnership which has also had to deal with periods of furlough during this reporting period.

As an independent 'not for profit' organisation, finances are a concern with late receipt of membership renewal payments from a shrinking client base.

Referring to Kent Police recorded figures for the reporting year show Sevenoaks Town has an increase in shoplifting offences from 143 (in the year before) to 175,

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an additional 32 reports while Swanley St Mary's shows a slight decrease recording 50 reports, a reduction of 2 for the same 12 month period.

Dedicated Town Centre police officers are now imbedded in Sevenoaks and Swanley towns building good relationships with retailers with a specific purpose to deter and reduce opportunities and occurrences of shoplifting incidents. Using the partnerships supplied radios, officers can now respond quickly to shoplifting calls in real time by allowing direct communication between CCTV and retailers which further supports the aims of the partnership to deter and reduce low level shop crime.

Utilising the Information Sharing Agreement (ISA) with Kent Police, prolific shoplifting offenders arrested and charged are identified and targeted for the issuing of Exclusion Orders which prohibits the offender(s) from entering any member's stores and supports current police operations. Currently the scheme issues Exclusion Orders to repeat offenders or offenders who have 2 or more offences recorded against them. It is now being considered to enhance the scheme by introducing a two-tier warning and exclusion sanction system. A first offence results in a warning and a second offence results in a 12-month minimum ban from all scheme member premises.

The large retail brand stores in the town continue to remain the prime targets for shoplifting activities and with police colleague's stores are visited and given crime prevention advice and information which is further supported by dedicated inputs to store staff, thereby, encouraging best practices and heightening staff awareness.

Additional crime information is also provided by the E-Watch Newsletter (e-watch) which is circulated weekly to all participating member stores and covers the Sevenoaks policing areas. The newsletter also has regular inputs from Kent Police, Fraud UK, KFRS, KCC and Trading Standards. Other information circulated when appropriate is Prevent - Counter Terrorism Police.

The Sevenoaks Town PubWatch scheme members continue to act robustly to any incidence of anti-social behaviour including any drug related activities in or around member's premises. During this reporting period there have been 13 occasions requiring Exclusion Orders to be issued to offenders, an increase of 5 from the previous reporting year.

The Pubwatch licensees work closely with the towns CCTV control room operators. They also meet regularly with the council licensing officers and the police licensing officer to discuss on-going initiatives and the joint sharing of information.

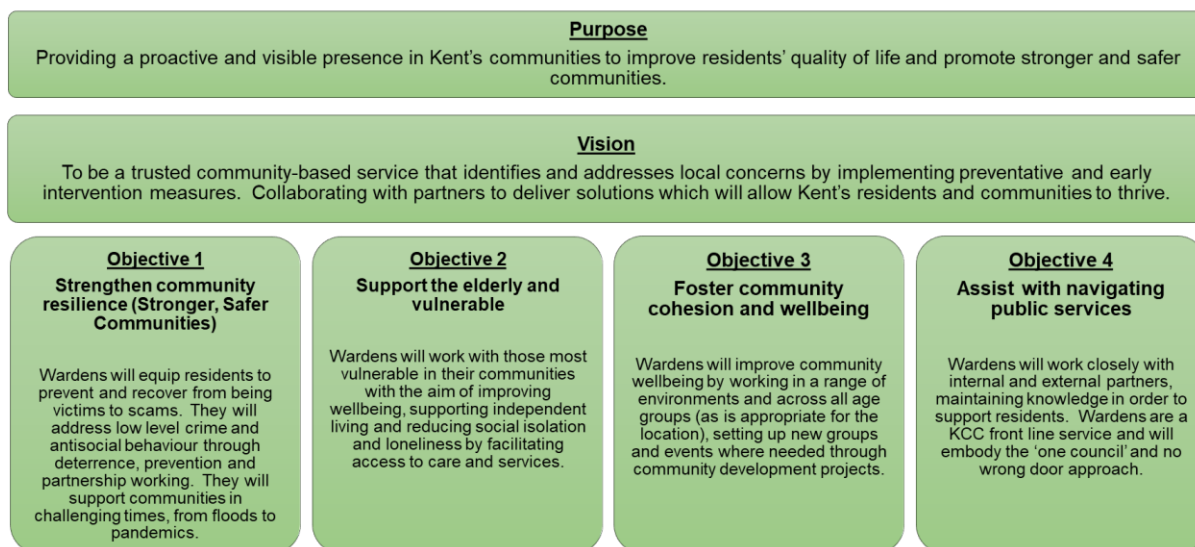
KCC Community Wardens

A valued element of the Community Warden role remains the uniformed presence which helps build community confidence and reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion.

The Kent Community Wardens Report: April 2019-September 2020 comprises a detailed analysis at District level. The data collected reflects KCWS's broad remit which allows Wardens to adapt to the needs of the communities they work in. The objectives for the service were update in 2020:

KCWS in Sevenoaks District undertook 1,392 operational tasks in the financial year 2019/20. (Task numbers can vary year to year due to changing staffing levels in KCWS). 89% of the operational tasks undertaken in Sevenoaks in 2019/20 were general operational tasks. 11% related to work for a specific resident, including vulnerable persons.

Community Wardens continue their operational duties, without disruption to service. The scope of our activities, during lockdown, were framed by KCC's Pandemic Contingency Plan. We have since moved from a response to recovery / 'business as usual' footing. Our priorities are now defined by the Community Safety Business Plan 2020-21:



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Delivery of core Community Warden Service Priorities - Providing a reassuring presence / support for our residents; responding to community needs; facilitating solutions to local concerns; and addressing issues of loneliness & social isolation.

Undertake CSU taskings with / on behalf of partners to address identified local issues / concerns (inc. supporting community hubs during C-19 response and recovery period).

Deliver the Trading Standards scams project through support of individual scam victims; and strengthening communities' resilience to scams.

Working with partners, inc. Adult Social Care, to safeguard and support vulnerable individuals, enabling them to live safely and independently in their own homes (e.g., welfare visits, signposting, initiating referrals).

Provide an operational and welfare response for communities in the event of an emergency, working with the Kent Resilience Team and other partners to support residents (inc. EU Transition and C-19).

A number of well deserved awards have recognised Warden proficiency in key areas of community-based work. A number of joint visits have taken place with SDC's Anti-Social Behaviour Officer and Police.

Cyber Crime

Cyber Crime is a rising crime. There is an increase and this has been reported nationally. It is known from reports at the daily briefings, that the number of online scams and crimes has increased. The CSU set up a Scams Task Groups which includes cyber crime, fraud and rogue/bogus callers. Through the success of this group, the Community Safety Manager has been asked to be part of a county group, which commenced in 2019. Local data is still yet to be provided in detail, but this crime type has risen across Kent including Sevenoaks District. KCC with contributions from Districts and Boroughs will employ an analyst to create joint working and a database around Cyber Crime and Scams. This mapping of this project due to COVID-19 has been delayed and the analyst is now due to be appointed in February 2021. Report below from KCC.

KCC Public Protection Intelligence Report 2018



Internet Safety

E-safety campaigns are delivered by SDC and CSP to deliver key messages to local schools and parents about keeping safe on the internet.

Tuesday 4 February 2020, was National Internet Safety Day. Sevenoaks District Community Safety Partnership (CSP) invited all primary schools in the District to the Stag Theatre in Sevenoaks for a free performance and workshop around internet safety.

Matthew Scott, Police and Crime Commissioner for Kent provided funding for this to the CSP alongside Sevenoaks District Council. We worked with the company 2020dreams who deliver PSHE workshops and performances to schools around the country, to facilitate the sessions. These sessions compliment the work that schools undertake for PSHE and other learning.

There were two sessions, each lasting for an hour. The sessions looked at staying safe online, safe gaming, protection from online grooming, protecting your privacy. We had approximately 200 year 5 and 6 students for both sessions. There were 15 schools from across the District that attended.

Teachers on the day said, "We found this extremely useful and a proactive way of teaching children to have fun online, but stay safe. The sessions were interactive and therefore our pupils really benefitted. We would like to thank the District Council and CSP for providing this great opportunity."

KCC Youth Services

We have specifically targeted for detached work one area (Hartley) because of concerns raised at Community MARAC for the area and for young people. We have been doing street based Youth Work in that area for 18 months. Due to COVID-19 detached youth work ceased from March to September. However many sessions were online.

Youth Assembly

Back in 2019 KCC made changes to the Youth Governance processes and changed Youth Advisory Group to Young People's Partnerships Conversations. We had struggled to get young people involved in these meetings and KCC approached Sevenoaks District Council about holding a young person's conference. It was agreed. At this conference young people were asked about establishing a new youth forum. They felt this was important and so a working group was established and they decided on a name Sevenoaks District Youth Assembly and they created a Constitution and the Sevenoaks District Youth Assembly (SDYA) was officially launched on 20th July. The group have been meeting virtually and will be hosting a virtual youth conference on November 17th. Members of this group have also fed into and have helped to establish a Kent County Wide project called #Be An Ally which is looking at equality and diversity issues and are currently carrying out a survey to gather young people's views and experiences about hate crime.

Kent Fire & Rescue Service

KFRS reported that there highest number of deliberate fires year to date was 16 in Ash Ward, concentrated in Barnfield Park Travellers site. KFRS also attended 35 Safe & Well Visits completed year to date by Sevenoaks Fire Station. Below shows accidental and deliberate fires across the District.

Category	KFRS Performance Indicators - Sevenoaks		2020/21 ytd	2019/20
Safety	LPI 134	Accidental fire fatalities and casualties	3 (0 fatalities)	9 (0 fatalities)
Safety	LPI 105	Accidental dwelling fires	14	31
MH	LPI 200i	Firesetters and safeguarding requests	49 (KFRS)	No data
Crime	LPI 103ii	Deliberate non-domestic fires	1	3
Crime	LPI 102	Deliberate vehicle fires	29	33
Crime	LPI 132	Deliberate grassland fires	31	34
Crime	LPI 131	Deliberate rubbish fires	50	21

Part 3 - Community Safety Issues 2020-21

In addition to looking at crime trends, the Partnership has considered wider community safety issues. These include county priorities, Police and Partner Priorities, The Police Crime Commissioners Plan and those issues known to be important to people in the Sevenoaks District.

The Partnership has identified its priorities based on a grading system using the following criteria:

- Community Concern
- Level of Harm / Impact on the Community
- Volume
- Trend Over Time
- Performance compared to Districts/County/Most Similar Group
- Whether the Partnership can be effective in addressing the issue

Each of these criteria has been scored using a scoring system based on these values: 0 (No evidence/impact), 1 (low impact/problem), 3 (Slight impact/problem), 5 (serious impact problem).

Table 6 below shows the outcomes of the scanning process as described above. The Partnership has prioritised anything that scored 20 and above for further analysis and action during 2021-22. There are six priorities identified.

Table 6 - Sevenoaks District Community Partnership Ranking

<i>Community Safety Issue</i>	<i>Community Concern</i>	<i>Trend Increase</i>	<i>Volume</i>	<i>Level of Harm</i>	<i>Poor Performance comparison</i>	<i>Partnership Contribution</i>	<i>Total</i>
Serious & Acquisitive Crime (incl OCG, Emerging Trends, County Lines)	5	5	5	3	5	5	28
Anti-Social Behaviour incl Environmental Crime*	5	5	5	5	3	5	28
Domestic Abuse	3	5	5	5	3	5	26
Safeguarding (incl Prevent, Modern Slavery, Human Trafficking, CSE, Online, Mental Health, Vulnerable Adults and Children)*	5	5	5	5	1	5	26
Doorstep Crimes & Scams (Incl Cyber Crime)	5	5	3	5	3	5	26
Substance Misuse	5	5	3	5	1	5	24

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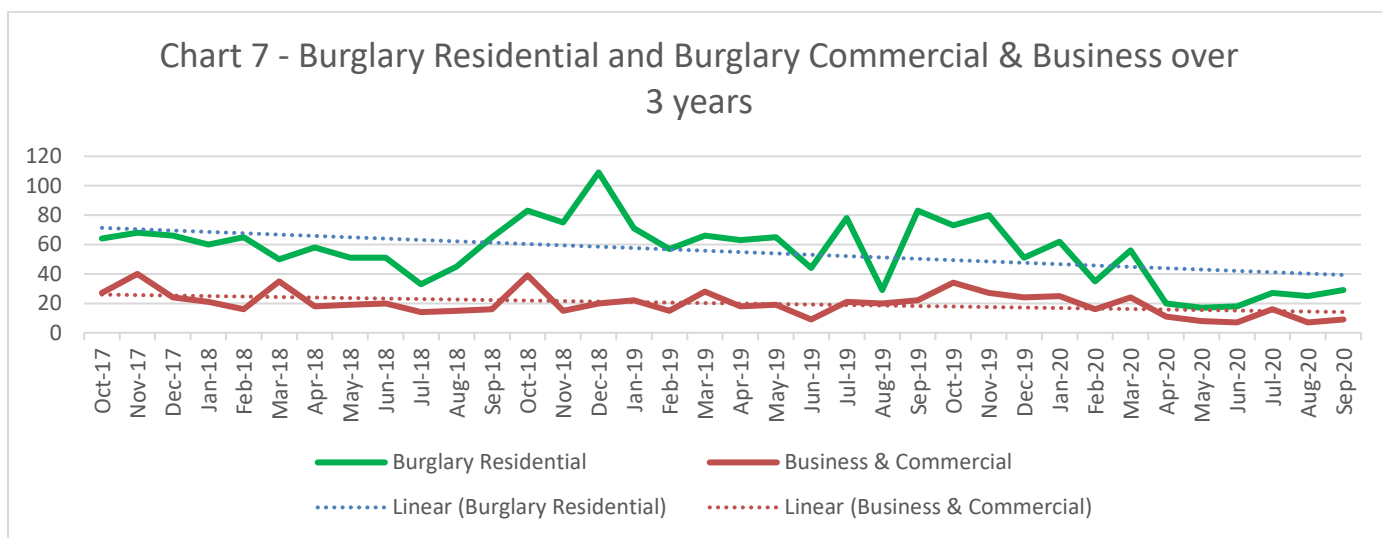
2021-2022 CSP Priorities

There are six priorities for the CSP for 2021-22 and a more in depth report is below.

Serious & Acquisitive Crime (incl OCGs, Emerging Crime Trends & County Lines)

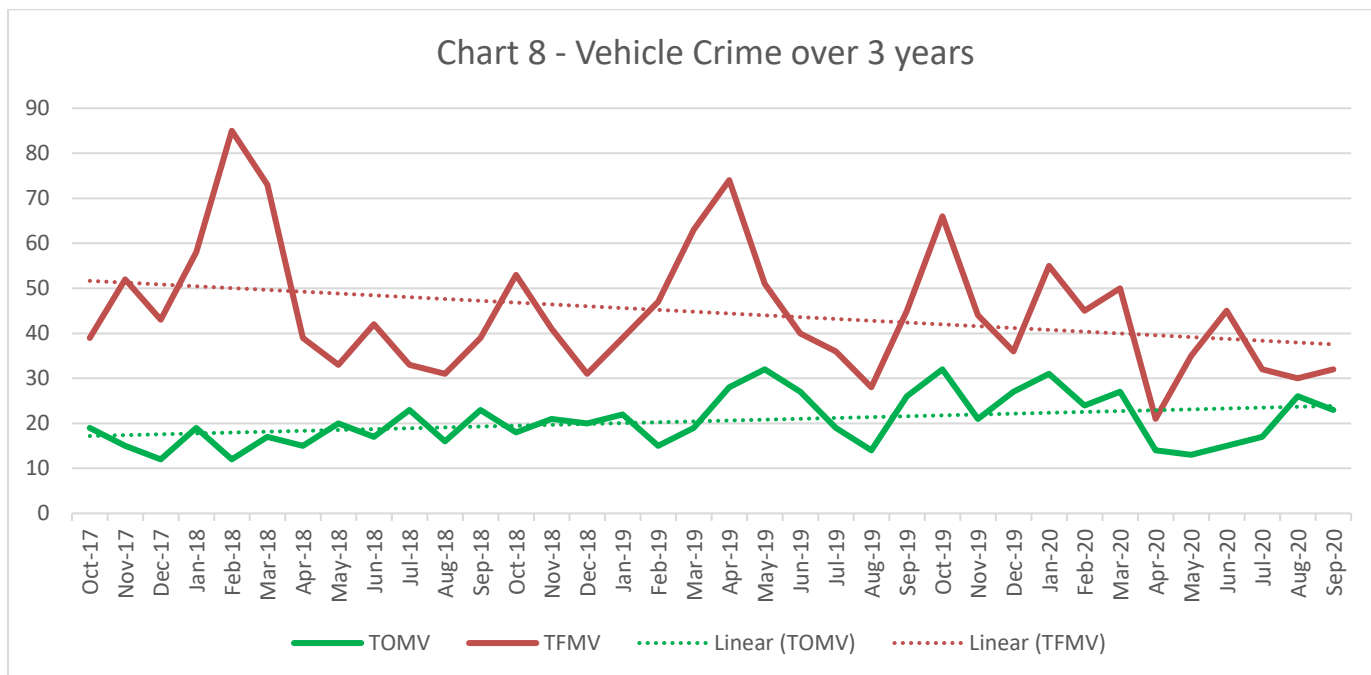
This is a continued priority.

Acquisitive crime consists of Burglary (Residential and Commercial and Business) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in county comparisons. These types of crime have a high impact on the local community.



(Source Kent Police)

The three year trend line shows that, while there has been a decrease over that period for both Burglary types, crime has fluctuated in certain time periods.



(Source Kent Police)

The three year trend line shows that while there has been a decrease over that period for both Vehicle types, crime has fluctuated in certain time periods.

Criminals behind serious and tactical crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime Groups (OCGs) and County Lines has seen a more targeted approach by Partnerships. This approach has worked so well that the two OCGs have been removed. However they are still monitored at the monthly Serious Crime & Tactical Meeting. The most common crime types associated with these groups is commonly organised theft.

The number of emerging trends which require an holistic approach around young people and perceived County Lines and Gang activity has increased. Locations where this type of activity has been raised and individuals reported as involved have been addressed via the CSU and Partnership. Task and Finish Groups have been successfully established and used to deliver on action plans tackling such community issues.

Serious & Acquisitive Crime scored **28** this year and will be a priority for the forthcoming year.

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Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing				5	
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County				5	
Partnership can add value				5	Grand Total
TOTAL					28

Recommendations

- Continue proactive target action on hot spot areas using Police and Morile data
- Partnership monthly meetings have been set to meet first Thursday of every month.
- To incorporate training for the group and partners
- Data to be shared to agencies on targeted areas
- Partners to be updated on emerging trends and issues
- Serious Crime Directorate to provide more information to partner agencies
- Communities to be engaged through education on reporting crime
- Daily Tasking continue to have crime data to be able to help on links
- Education package for Members, Businesses and Residents
- Work in schools with PCSO and Community Wardens on County Lines, & Child Exploitation
- Targeted work within Youth Clubs and Centres and link in with youth forum on training and education
- Task and Finish Groups for prolific offenders or hotspot locations
- Work with CCTV across West Kent for prolific offenders in town centres
- Link with Police Operations
- Co-ordinated visits with partner agencies to gain evidence
- Continued link in with Community MARACs
- Help address perception of Burglary & Vehicle Crime through communicating effective key message from all front line staff to residents and Town & Parish Councils, through newsletters and leaflets
- Arrange local community events to address community concern
- Work with Facebook groups and know your neighbour websites to address community concerns
- North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home and Vehicle Security

- Link National and local campaigns around specific crime types
- Initiatives targeted in rural areas such as saddle marking, oil thefts from farm land, TFMV and expensive garden equipment/power tools
- Promote Country Eye
- Link with Police Operations
- Continue to work with KCC Community Wardens on smart water campaign
- Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Vehicle Crime across the District
- Work with the Community Policing Teams in hot spot locations
- Work with BTP on Vehicle Crime at stations across the District

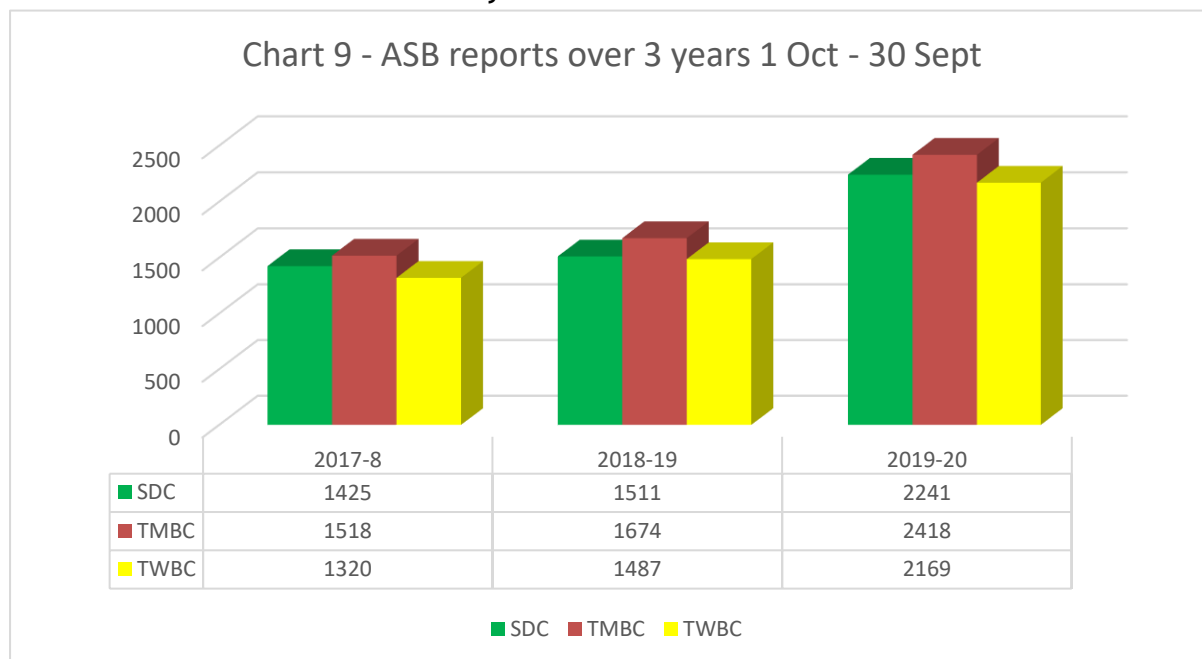
Anti-Social Behaviour incl Environmental Crime

Evidence shows that ASB remains one of the priority issues within Sevenoaks District among residents and continues to rank highly in reported figures when compared with other issues and recorded crime within the District.

It is important to note that reported calls of ASB to the Police may or may not have also been reported to other partners, so trying to establish a standardised total is difficult.

The largest increases for the year ending September 2020 was reports of COVID-19 breaches as outlined by the Government

Despite the high priority of ASB and nearly a 50% increase the District currently has the 2nd lowest levels in the county.



Levels of Anti-Social Behaviour between West Kent (Source: Kent Police)

Priority Ranking

Anti-Social Behaviour scored a total of 24 in last year’s strategic assessment but due to the increase in volume, scores 26 this year. In line with the long-term

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Strategic aims of the Community Plan⁵ and this year's data, Anti-Social Behaviour remains a key priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			5		
Volume				5	
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
TOTAL					28

Recommendations

- Issue warning letters ASAP and put on Community MARAC
- Deploy mobile cameras to deter ASB and Criminal Damage through the CSU
- Respond to ASB issues through the daily Tasking & report back in 100% of cases
- Work with specific families through the Early Help Interventions
- Joint operations with Police and BTP
- Use the Community MARAC to educate, support and use enforcement of perpetrators of ASB
- Work with communities to reduce ASB (including environmental issues) through PACTs and EVAs
- Task & Finish Groups for repeat offenders, victims and hotspot locations
- Continue to increase number of prosecutions for fly tipping through camera deployment and SDC's Enforcement Officer
- PCSOs and wardens to continue to report abandoned vehicles, graffiti and dumped rubbish.
- Promote legal ways to dispose of rubbish and promote the Moat and WKHA promise to deter fly tipping
- Proactively celebrate good news stories through InShape, Partners publications and through Social Media
- Continue where possible and with match funding projects to help families, individuals and communities
- Continue to promote Neighbourhood Watch, Country Eye and e-watch
- Continue to use CSU Twitter to update residents, businesses and partners of community safety issues including ASB & Continue working with CRC's

⁵ Safe Communities, action 2: tackle Anti-Social Behaviour and environmental crime.

- Continue to use daily taskings to take action on ASB and community safety issues with partners
- Continue to use PACT to identify key community concerns relating to anti-social behaviour and prioritise hotspots
- Continue to publicise the Sevenoaks District Community Safety Unit
- Continue to target through the CSU daily briefings repeat and vulnerable victims of anti-social behaviour
- Work with agencies to deliver the new ASB Powers where necessary
- Continue with Themis for quick information sharing on ASB cases (wardens and Police have access so far)
- Use Community Policing Team to work with us on certain areas
- Joint visits with PCSOs/Wardens/Joint Family Management Officer
- More proactive work with Mental Health teams
- Work with IPAG on vulnerable groups
- Continued Proactive use of ASB Powers under the 2014 Act
- Joint site visits with partner agencies.
- Work together with partners on using best enforcement powers
- Deliver Workshops in schools highlighting how ASB impacts the community
- Attend and Deliver community events

Domestic Abuse incl Stalking

Domestic abuse incidents in the Sevenoaks District have increased by 247 crimes (11.%). The District has the second lowest number of Domestic Abuse incidents (2408) compared to being the lowest in the same period last year.

Domestic abuse is not a crime category within its own right, nor is it only a subset of Violence against the Person.

The Home Office definition is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

This can apply to any of the above crime categories, as domestic abuse is highlighted by a flag against the crime or incident.

Not all domestic incidents will amount to a crime. However, these are recorded as secondary incidents which may be upgraded to a crime report upon further evidence.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there remains a figure of domestic abuse going unreported. Kent figures for October 2019 - Sept 2020 rank Sevenoaks District as having the second lowest for rates of domestic abuse in the county.

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There have been no offences under the Female Genital Mutilation Act 2003 in the Sevenoaks District and none in the West Kent Police division as a whole under the time period.

The Multi Agency Risk Assessment Centre (MARAC) assesses high risk cases. Sevenoaks District has the third lowest number of MARAC cases across Kent (Oct 2019 - Sept 2020).

Sevenoaks District Council and CSP fund a number of projects to address Domestic Abuse. This include:

12 week Freedom Programme runs 6 x a year including 2 evening sessions and 3 x 12 week Recovery Tool Kit, which is a follow on from the Freedom programme. On average 8-10 women attend these programmes. They were run in Sevenoaks in January and then went online via Zoom.

Community Domestic Abuse Perpetrators Programme runs weekly on a Wednesday evening. The programme is a rolling programme that runs for 27 weeks and on average 6 men attend the weekly programme. Again from March this was run by phone call sessions and then online in October.

SDC also funds DAVSS (Domestic Abuse Voluntary Support Services) which provides service for low and medium risk. In the period 1 October 2019 to 30 September 2019, they supported Protection Against Stalking (PAS) seeks to raise awareness of stalking within the community and support victims of stalking and their families.

Data Oct 19-Sept 20	q3 19-20	q4 19-20	q1 20-21	q2 20-21	Total
referrals	234	204	203	274	915
men	18	12	12	16	58
children	303	304	357	460	1424
helpline calls	1172	750	1273	1618	4813
volunteer case work hours	4683	8072	5524	6257	24536
volunteer hours total	9204	11801	9799	10988	41792

The PAS stalking advocacy support service is based in West Kent, during the period 1st October 2019 to 30th September 2020 we directly supported 222 stalking victims living in West Kent (202 female, 20 male, 57 high risk). 43 referrals came from the Sevenoaks area (39 female, 4 male, 9 High Risk).

35 clients were supported to obtain protective orders during this period, 9 protective injunctions were obtained by victims living in the Sevenoaks area.

The major challenge during this period was COVID-19. PAS followed government guidelines to safeguard staff, volunteers and clients and prevent transmission of the virus. For the determined, fixated and obsessed stalker, lockdown did not mean lockdown and referrals to PAS quickly increased. We noted, along with other services that referrals became more complex, required effective multi-agency cooperation and coordination and took longer to conclude. A number of clients required ongoing counselling, some required long-term psychotherapy trauma support.

Client feedback and surveys completed when victims enter and leave service indicate all benefitted from the support provided; 95% feel safer, 93% report improved wellbeing and 79% reported improved mental health, this is slightly lower due to clients reporting additional anxieties created through lockdown and the time it takes to heal emotional scars. Vulnerable victims of stalking in West Kent, told us stalking makes them extremely anxious, isolated and fearful. Research indicates 80% of stalking victims display signs of PTSD, some move home and/or change jobs to get away from the stalker. The despair felt is frequently exacerbated by some professionals not recognising stalking or understanding its complexity and impact. In response to this we identified the need to upskill criminal justice and community safety professionals to recognise stalking and be

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able to differentiate between harassment and stalking. Awareness training was provided to 115 professionals during the period.

West Kent Police Statistics		
	Stalking	Harassment
2017	98	4017
2018	214	9077
2019	244	8825

As a result of the initial lockdown (March 2020) PAS moved support to a remote service, equipping staff and volunteers with the means to stay in contact

PAS now has 16 volunteers, including two in training. A further two are awaiting training. Volunteers donated over 6,500 hours during the period, which equates to over £104,000 based on the average hourly pay rate in Kent.

Additional PAS support programmes include:

Awareness Raising/Training Programme

- Introduction to Stalking
- Recognising Perpetrators
- Relationship between Domestic Abuse and Stalking
- Understanding the legislation (Civil & Criminal)
- Recognising & Understanding Risks in Stalking
- Safety Planning
- Cyber-Stalking
- Stalking Advocacy
- Timeline to Murder (with PAS Patron Jane Monkton-Smith)

West Kent Cyber-Stalking Clinic (in partnership with The Cyber Helpline)

- Monthly clinics
- Clients meet expert cyber-security and stalking advisors face to face (online during COVID-19) to understand their cyber-security and stalking issue holistically and options for recovery
- Appointments pre-booked [here](#)

Workplace Stalking Guide

- Resource for HR professionals, Managers and Supervisors
- Training and awareness programmes delivered in the workplace or remotely
- Assistance with policy development to stay safe in the workplace
- Equips managers & supervisors to recognise stalking, understand the legal framework and incorporate practical advice and support for victims of stalking in the workplace

Complex Trauma Counselling

Provision for clients with one or more of the following;

- Long-term exposure to trauma with one or more perpetrators

- Difficulty regulating emotions with negative self-view
- Emotional/somatic flashbacks
- Feelings of isolation
- Self-harm or thoughts of self-harm
- Unhealthy contorted belief system
- Unhealthy preoccupation with abuser or skewed perception of perpetrator
- Prolonged helplessness
- Vulnerable to abuse/exploitation

Legal Drop-In Clinic (1st Tuesday Each Month)

- 45 minute appointments between legal advisor & client (Online during COVID-19)

Priority Ranking

Domestic Abuse scored a total of 26 in last year’s Strategic Assessment and scores 26 this year. In line with the long-term aims of the Community Plan, Domestic Abuse remains a priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern			3		
Trend Increasing				5	
Volume				5	
Level of harm				5	
Poor Performance compared to MSG/County		3			
Partnership can add value				5	Grand Total
TOTAL					26

Recommendations:

- PAS Training
- Attend Kent DA Forums & West Kent Forum
- Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims
- Focus on young people and healthy relationships. Dedicated resources across the District using National campaigns and local services
- Continue to support local funded programmes such as CDAP, Freedom, Recovery Tool Kit, DAVSS & Youth project. Work to increase numbers attending these programmes
- Hold annual conference and campaign at certain times eg Christmas, sporting events and National DA week

- Continue training of MARAC and making referrals Continue referrals and attending MARAC
- Training on DASH and Young Persons DASH
- Training on Stalking and Harassment
- Address Sexting and work with young people on being body confident
- Address FGM, Honour Based Violence and Forced Marriage
- Continued work with PAS
- Develop the West Kent Forum
- Link in Look Ahead on their annual conference
- Deliver Healthy Relationships in schools and youth hubs

Safeguarding

Safeguarding includes Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Mental Health.

Legislation places a statutory duty on local councils as well as some of the other partner agencies to protect the vulnerable under these crimes. It is also a major contributor to the Kent Police Strategy. The above are a community concern.

Counter Terrorism - Prevent Strategy

This analysis includes the number of calls/ incidents recorded post terrorists attacks in London. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2019 - 30 September 2020, same as last year. All were found to have no identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

Human Trafficking and Modern Slavery

There were 2 trafficking offences reported to Police for Sevenoaks between 1 October 2019 - 30 September 2020.

1 reports have been made to the CSU and joint visits with partner agencies have been made. Individuals were spoken to and action taken where appropriate.

Child Sexual Exploitation (CSE)

According to Kent Police there were 4 reports of CSE in the Sevenoaks District. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

Within Kent, the predominant 'Model' type experienced is the 'Inappropriate Relationship'. However, other types of 'Model' experienced also include, 'Gangs', 'Peer to Peer' and 'Trafficking', but to a much lesser extent. There have been

occasions in Kent where females who have initially been highlighted as potential victims have later come to notice as facilitators and potential perpetrators of CSE.

Young People and Vulnerable Adults

Especially through COVID-19 there has been a high number of vulnerable adults and young people that have been victims of crime and suffering with mental health. The dedicated PCSOs in the CSU have been working with individuals with the Community Wardens to put safeguarding measures in place.

Table 7 shows number of Young Offenders over a 3 year period in Sevenoaks District

Data has been provided by KCC on young offenders.

Age @ Outcome	2017-18		2018-19		2019-20	
	Female	Male	Female	Male	Female	Male
Age 10	0	0	0	0	0	0
Age 11	0	0	0	0	0	0
Age 12	0	1	0	1	0	0
Age 13	0	1	1	0	0	1
Age 14	0	5	1	4	1	3
Age 15	0	3	0	4	2	0
Age 16	1	6	0	3	1	4
Age 17 +	0	14	0	7	0	8
Gender Total	1	30	2	19	4	16
Grand Total	31		21		20	

There was a decrease of 1 young offender in the criminal justice system, compared to the same period last year. The highest ward was Hartley & Hodsall Street with three offenders followed by Swanley White Oak, Westerham & Crockham Hill and Crockenhill.

Vulnerable Adults comes under the Adult Safeguarding Board which SDC report into.

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There were 515 referrals of safeguarding (all years to KCC) from 1 October 2020 to 30 September 2020. This has gone down 6.6% compared to the same period last year.

Anyone may report concerns regarding actual, alleged or suspected abuse or neglect and reports can be made by phone, e-mail or in writing. Safeguarding concerns can include all types of risk, including domestic abuse, sexual exploitation, modern slavery, and self-neglect. Each local authority will then need to engage with referrers to determine whether the concerns raised constitute the need to undertake a safeguarding enquiry.

Mental Health

Mental Health is a priority. The CSU daily taskings have seen an increase in ASB, where there are elements of Mental Health and Safeguarding issues.

Table 8 shows number of people sectioned under 136 1 October - 30 September.

Sum of RowNum	2017-18	2019-20
Row Labels		
Ashford	55	60
Canterbury	81	92
Dartford	53	63
Dover	64	46
Gravesham	58	66
Maidstone	143	115
No Fixed Abode	4	6
Sevenoaks	30	23
Shepway	59	51
Swale	83	78
Thanet	123	114
Tunbridge Wells	44	51
Unknown Postcode/Out Of Area	171	137
Medway	162	198

Tonbridge and Malling	58	49
Grand Total	1188	1149

Table 9 Shows Number of Adults referred into mental health services and Table 10 shows number of young people

Adults		
	2018/2019	2019/2020
Ashford	678	733
Canterbury	1121	1155
Dartford	411	372
Dover	765	813
Gravesham	407	431
Maidstone	851	893
Sevenoaks	584	517
Folkestone & Hythe	745	755
Swale	830	850
Thanet	1005	1074
Tunbridge Wells	711	760
Unknown Postcode/Out Of Area	193	213
Tonbridge and Malling	684	687
Medway	1208	1314
Grand Total	10193	10567
Young People		
	2018/2019	2019/2020
	1167	1170
Ashford	1499	1397
Canterbury	1008	967
Dartford	1170	1108

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Dover	968	894
Gravesham	1341	1307
Maidstone	15	12
No Fixed Abode	510	526
Sevenoaks	1188	1132
Folkestone & Hythe	1458	1420
Swale	1642	1609
Thanet	764	853
Tunbridge Wells	648	678
Unknown Postcode/Out Of Area	2715	2658
Medway	845	938
Tonbridge and Malling	16938	16669
Grand Total		

Priority Ranking

Safeguarding scored a total of 24 in last year's Strategic Assessment and again in this year's Assessment. It continues to be a priority for the Community Safety Partnership.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			3		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
TOTAL					24

Recommendations

- Continue multi-agency training around prevent and security of buildings
- Work together around the local District Prevent Action Plan
- Continue to be CSE Champion for the District

- Attend Risk, Threats and Vulnerable People forum
- Attend Kent Safeguarding Group
- Attend the Risk, Threats and Online County Meetings
- Work with the Police on Modern Slavery & Human Trafficking
- Joint visits to where Modern Slavery/Human Trafficking has been reported
- Work with Police on local projects
- Work with IPAG
- Work with agencies to address local issues
- Update Safeguarding Policy and share with agencies
- Attend Adult Safeguarding Boards
- Provide training on all relevant groups to address emerging concerns and trends
- Make referrals to Community MARAC on Safeguarding concerns
- Promote through Social Media
- Deliver Safeguarding training and promotion of Policy to SDC staff and partner agencies
- Work with young offenders to stop them reoffending
- Work with all agencies around the mental health drop in
- Update our reporting process for safeguarding to a web form

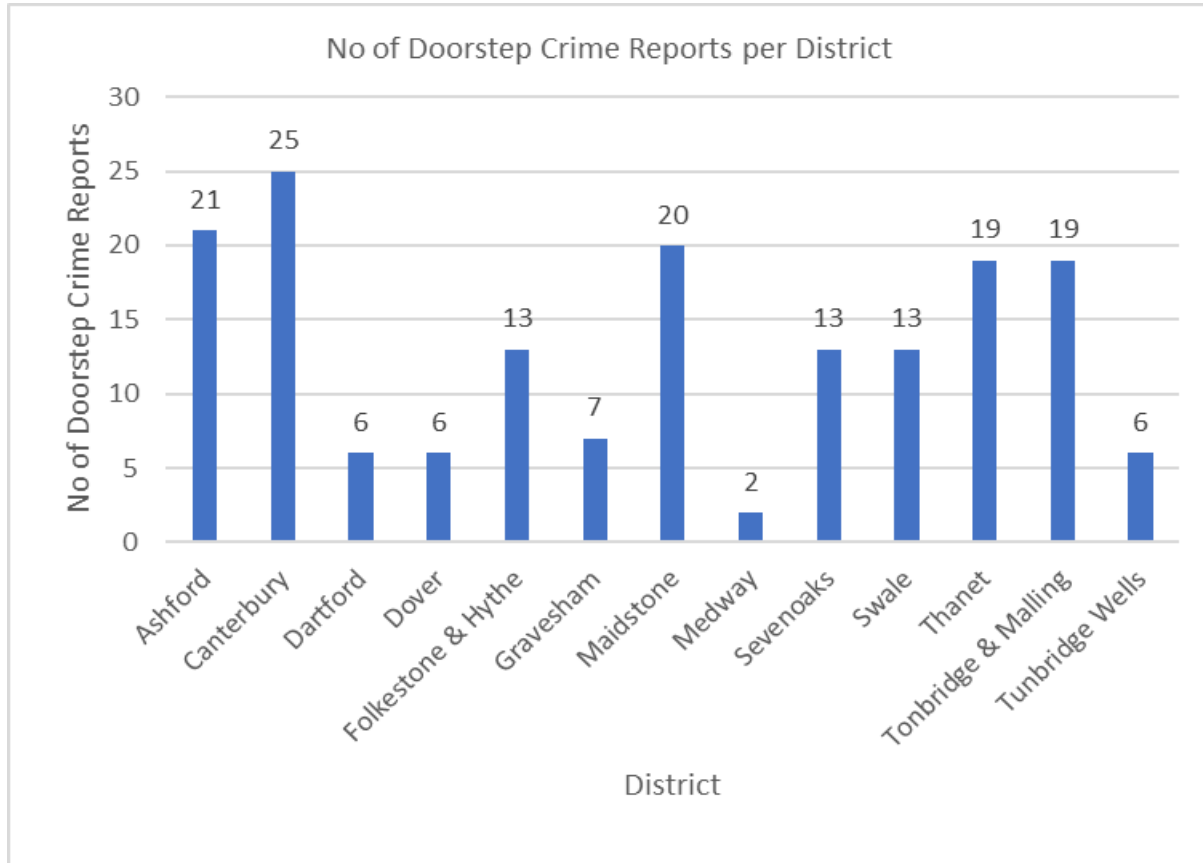
Doorstep Crimes & Scams incl Cyber Crime

Doorstep Crime consists of Rogue Traders, Bogus Callers, Scams, Online Fraud (Cyber crime). Many vulnerable residents are affected by this crime type and it can be detrimental to their mental health. Many people feel too embarrassed to report it and therefore this crime type is under reported until potentially a friend, relative or carer is made aware.

The KCC Community Wardens are working with a high number of vulnerable residents of all ages regarding scams. Through the CSU Daily Briefing, an increase in the number of these crimes reported has been recorded and examined.

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Incidents of Doorstep Crime. Data from KCC.



The above graph Chart 11 provides a breakdown of the number of complaints by area in Kent. These figures only include issues identified in the complaints that were reported as Doorstep Crime.

Priority Ranking

Due to increases in this crime and community harm and concern, this will continue to remain a priority and has received a score of 26 compared to last year's score of 24.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing			5		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County		3			
Partnership can add value				5	Grand Total
TOTAL					26

Recommendations

- Work with KCC on the new analyst for Rogue Traders/Scams (starting Jan 2021)
- Help address perception of Scams through communicating effective key message from all front line staff to residents and Town & Parish Councils, through newsletters and leaflets
- Arrange local community events to address community concern
- Work with Facebook groups and know your neighbour websites to address community concerns
- Task and Finish Groups for prolific offenders or hotspot locations
- Media campaign including Community Safety Newsletter and Twitter
- Continue with new Task Group and deliver on actions
- Attend County Meetings
- Set up a repeat and vulnerable database
- Put together an education package to include training
- Work with local youth and older people groups
- Youth app/media
- Deliver training to Businesses and link in with Economic Development Team

Substance Misuse

Drugs

Drug offences have increased from 156 to 176 an increase of 18 reports. There was no recent information from Public Health on the Kents Portal so we can only go on last years data. 1 September 2018 - 31 August 2019 there were 308 admissions relating to 234 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, and a decrease from last year. This is shown in

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Ward Code	Ward Name	Total
E05005026	Sevenoaks Eastern	24
E05005013	Edenbridge North and East	20
E05005014	Edenbridge South and West	19
E05005029	Sevenoaks Town and St John's	19
E05005031	Swanley St Mary's	18
E05005032	Swanley White Oak	18
E05005030	Swanley Christchurch and Swanley Village	17
E05005021	Kemsing	16
E05005012	Dunton Green and Riverhead	15
E05005008	Ash	14
E05005017	Fawkham and West Kingsdown	13
E05005024	Penshurst, Fordcombe and Chiddingstone	13
E05005027	Sevenoaks Kippington	12
E05005009	Brasted, Chevening and Sundridge	11
E05005033	Westerham and Crockham Hill	11
E05005020	Hextable	9
E05005023	Otford and Shoreham	9
E05005025	Seal and Weald	9
E05005028	Sevenoaks Northern	9
E05005016	Farningham, Horton Kirby and South Darent	8
E05005018	Halstead, Knockholt and Badgers Mount	7
E05005019	Hartley and Hodsoll Street	*
E05005011	Crockenhill and Well Hill	*
E05005022	Leigh and Chiddingstone Causeway	*
E05005010	Cowden and Hever	*
E05005015	Eynsford	*
Sevenoaks		308

Table 9 Sevenoaks District hospital admissions for psychoactive substance use Sept 18 - Aug 19 (Source: KCC Public Health)

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and county level⁶. It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol.

⁶ Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals across West Kent.

CGL work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CGL through the provision of group work and peer support to residents for their substance misuse. A joint working programme has also been developed with West Kent Mind to deliver CGL programmes on a weekly basis and a bi-weekly drop in and referral service for Mind service users. This will facilitate better access to drug and alcohol services for these clients.

Addaction are commissioned by Public Health to deliver services to young people.

Kenward Trust is funded by the CSP to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2019 - 30 September 2020, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

The youth outreach works well with the CSU model and will support reported incidents within days or a couple of weeks depending on the level of other areas of concern. The team has continued to deliver all through COVID-19 and lockdown.

The teams have focused on areas known as hotspots where ASB and substance misuse are identified via the CSU and Op Mint that was in place.

The team has also worked with schools in the District with education and intervention, this went ahead from September 2020.

Kenward Trust have reached over 750 young people aged 10 to early 20s and work with many adults at events giving education and advice.

Priority Ranking

Substance Misuse scored a total of 22 in last year's Strategic Assessment and scores 22 this year. As such substance misuse remains a key priority for the forthcoming year.

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Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing			3		
Volume			3		
Level of harm			5		
Poor Performance compared to MSG/County		1			
Partnership can add value				5	Grand Total
TOTAL					22

Recommendations:

- Update Drugs in the Workplace policy
- Alcohol Awareness Week
- Provide training for front line workers
- Preventative and early intervention youth work to address identified local needs and improve well- being of young people
- Use a partnership approach to address underage drinking where it is reported by communities as a problem
- Structured interventions through the Early Help Service where Substance Misuse is an issue
- Use of Social Media to get information to all residents across the District with a focus on young people
- Detached work in tasked areas by CSU for substance misuse worker
- Continuation to increase numbers of people accessing substance misuse services.
- Police, Wardens and PCSOs to continue to gather intelligence on underage and proxy sales at every opportunity.
- Continue Young People's Substance Misuse worker
- Continue work with Sevenoaks District Health Action Team
- Work with Kenward Trust on their activity centre

Part 4 - Coronavirus - COVID-19

Coronavirus had been reported in early March 2020. On 16th March the prime Minister and the Government announced lockdown for the Country. This would be until further notice. You could only exercise for an hour a day, no meeting friends and family outside your household and work from home unless it is essential.

The CSP is classed as essential work and has a number of essential key workers in place.

Members of the CSU were in the office on a daily basis. CSU staff helped the District Council with getting the Care for our Community Scheme up and running in the early days with lanyards. They also continued to do regular patrolling of the high streets and beauty parks.

The daily briefings continued to happen firstly by telephone conferencing and then onto Microsoft Teams.

COVID-19 had a huge impact on reduction of crime in certain crime types such as burglary, vehicle crime and Shoplifting (although shoplifting increased from June onwards). Neighbour harassment/intimidation increased as people were mainly working from home.

From the beginning of May the CSU received a high number of reports of nitrous oxide canisters and young people gathering in parks and especially areas where there was water such as Chipstead Lakes. The number of ASB reports doubled over the period April - June. In May - Operation Mint was set up to address the nitrous oxides and ASB reports coming in. This operation looked at the number of young people descending on Sevenoaks High Street and parks, beauty spots. 30 areas were highlighted by residents and Councillors.

The Vine and Sevenoaks Town Centre saw big increase of young people gathering doing NOS and drinking excessively. Police ran joint operations with British Transport Police to deter young people from Tunbridge Wells, Tonbridge, Redhill and South London attending the location.

We conducted a number of site visits with landowners and have been working well with them to help secure their land.

Partners involved are:-

Council	Community Wardens
Police	KCC Detached Youth Team
KFRS	West Kent Extra Youth Team
Kenward Trust	

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Actions taken have been

- Wildlife Cameras in place at some locations and CCTV signs
- Extra Patrolling
- Detached Youth Work
- Substance Misuse Youth work
- Film for parents
- Kent Fire & Rescue Service Patrolling
- Warning Letters
- Names and Car reg collated
- Potential Art Project with canisters

All of our partners have adapted their roles, learnt new skill sets to continue to deliver their services throughout this pandemic. We cannot thank our partners enough for all the hard work and commitment they have shown and continue to show through this pandemic.

From 16 March - 30 September 2020 there were 843 Covid breach related calls to Kent Police for Sevenoaks District. These calls would have been related to ASB and gatherings, businesses staying open, more than one family mixing, more than 6 meeting, non-essential travel. The CSU issued 16 warning letters about COVID-19, during this time period. Sevenoaks District Council also issued 7 Community Protection Warnings in this period as well. Upto end of December 2020 Kent Police had issued 5 fines. One to a business and 4 to individuals.

Part 5 - Conclusion

This Strategic Assessment sets out the priorities that the Community Safety Partnership (CSP) should focus on and identifies the issues that should be considered in developing the 2021-22 action plan.

1. The Community Safety Partnership endorses the priorities set out below, as discussed through this Assessment.
2. Will consider targeted activities in specific geographical areas.
3. Will review current service provision in the light of current needs to ensure effectiveness and efficiency.
4. Consider targeted awareness-raising activities for specific crime types.
5. Continue to review activity on a regular basis to ensure appropriate and proportionate resourcing.

Levels of recorded crime in the Sevenoaks District have seen a decrease in the last year with a few notable increases in specific types of offence. Where new trends in particular types of crime and anti-social behaviour have been identified, recommendations have been made by Sevenoaks Community Safety Partnership to help address the priorities identified for the forthcoming year.

The Sevenoaks District CSP agreed priorities for 2021-22 are as follows:

- Serious & Acquisitive Crime (incl OCG, Emerging Trends, County Lines)
- Domestic Abuse
- Anti-Social Behaviour incl Environmental Crime
- Safeguarding (incl Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Doorstep Crimes and Scams incl Cyber Crime
- Substance Misuse

Young People is identified as a priority, as it reaches across all the above priorities. It is recommended that the 2021-22 Strategy & Action Plan resulting from this year's Strategic Assessment have actions dedicated to young people as well as COVID-19 recovery for all of the above priorities.

Glossary

- ABA - Acceptable Behaviour Agreement
- ASB - Anti Social Behaviour
- Community MARAC - Community Multi Agency Risk Assessment Conference
- CSE - Child Sexual Exploitation
- CSP - Community Safety Partnership
- CSU - Community Safety Unit
- DA - Domestic abuse
- KCC - Kent County Council
- KF&RS - Kent Fire and Rescue Service
- LAA - Local Area Agreement
- LSP - Local Strategic Partnership
- MARACs - Multi Agency Risk Assessment Conference
- PACT - Partners and Community Together
- PCSOs - Police Community Support Officer
- PDUs - Problematic Drug Users
- SDC - Sevenoaks District Council
- SORN - Statutory Off Road Notification
- TFMV - Theft from a Motor Vehicle
- TOMV - Theft of a Motor Vehicle

SEVENOAKS DISTRICT CITIZENS' ADVICE SERVICE LEVEL AGREEMENT

People & Places Advisory Committee - 2 March 2021

Report of: Chief Officer People & Places

Status: For decision

Also considered by:

- Cabinet - 18 March 2021

Key Decision: Yes

Executive Summary This report sets out details of the proposed Service Level Agreement for Citizens' Advice in the District and seeks approval for funding to support their work over the next three years.

This report supports the Key Aim of: the Councils Corporate Plan

Portfolio Holder: Cllr. Lesley Dyball

Contact Officer(s): Jenny Godfrey x7112; Kelly Webb x 7474

Recommendation to People and Places Advisory Committee:

That Members note that report.

Recommendation to Cabinet:

That the draft Service Level Agreement for 2021/24 is agreed.

Reason for recommendation: The Service Level Agreement outlines funding for Local Citizens' Advice to provide a General Advice Service and a Housing Advice Service in the Sevenoaks District and sets out Service Standards for the delivery of these services.

Introduction and Background

- 1 The existing three-year Service Level Agreement (SLA) with Citizens' Advice North & West Kent and Citizens' Advice Edenbridge & Westerham was approved at the Cabinet meeting on 8 March 2018.
- 2 The SLA three-year agreement started on 1 April 2018 and will finish on 31 March 2021.
- 3 Quarterly monitoring meetings are held between officers and Citizens' Advice Offices and an annual review meeting is held between the Portfolio

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Holder and Deputies, Chief Officer People & Places, Citizens' Advice Trustee Chairs and Managers.

- 4 The information required from Citizens' Advice for quarterly meetings is set out in Schedule B of the Service Level Agreement 2021/24 and that required for the Annual Review Meeting is set out in Schedule C. The annual review period is from October to September each year.

Details of Service Level Agreement (SLA) 2021-24

- 5 Discussions regarding the three year SLA to cover the period 2021-24 have taken place during 2020.
- 6 Suggested changes have been incorporated into the draft SLA set out at Appendix A. These relate to the changed way of working for the Citizens' Advice. The key changes are set out below:
 - Removal of requirement for the opening hours to be specifically for 'drop in' and 'face to face' for clients. Due to Covid-19 the Citizens' Advice have adapted their service provision and offer assistance via telephone, email, virtual 'meetings'. However, SLA 2021-24 continues (unchanged from the previous SLA) to provide for a service to be provided in the district between 09:30 to 15:30 hrs Monday to Friday. Additionally, a provision has been included for the Citizens' Advice to work towards providing some face-to-face sessions in Sevenoaks, Swanley, Edenbridge and Westerham.
 - The split of payments being made to each Citizens' Advice Office has been agreed and included. In the previous SLA the Citizens' Advice Offices were required to agree this between themselves and advise the Council so that the correct payments could be made.
 - Amendments to the reporting requirements in Schedule B to reflect the way reporting is undertaken by the Citizens' Advice. This does not impact on the effectiveness of the data being provided to the Council.
 - Some updates to the Housing Advice Service to account for changes in regulation and the fact that the Council now manages the Housing Register.

Key Implications

Financial

The level of grant for the SLA in 2021-24 in the Council's budgetary financial plan is £98,540 per year for the General Advice Service and £18,000 per year for the Housing Advice Service and these sums are included in the draft SLA.

Legal Implications and Risk Assessment Statement.

This is a Service Level Agreement as opposed to a contract that has contractual liabilities. Accordingly, this is a statement of what is expected from Citizens' Advice and the Council with a requirement for the Citizens' Advice to provide performance data on the level and nature of advice given to clients.

The SLA covers statutory obligations, including Child Safety, Equalities and Safeguarding policies.

The SLA includes a requirement on the Citizens' Advice to maintain an up-to-date risk assessment relating to the provision of the service and make this available to the Council.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:

Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The SLA includes obligations on the Citizens' Advice to comply fully with the Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of any vulnerability or other specific housing needs.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The SLA provides for the Citizens' Advice to work to reach and promote its services to those most in need. The Council will work with the Citizens' Advice to achieve this.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

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Conclusions

This paper asks that you approve the Citizens' Advice Service Level Agreement for 2021-24.

Appendices

Appendix A - Draft Citizens' Advice SLA 2021-24

Background Papers

None

Sarah Robson

Chief Officer People & Places

Service Level Agreement between Sevenoaks District Council (SDC) and
Citizens Advice (CA) – 2021-24

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Sevenoaks District – 2021-24 1

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Homelessness Reduction Act 2017 10**

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1.0 Scope of the Agreement

- 1.1 This Agreement establishes the relationship between the **Purchaser** and **Provider** in the provision of independent advice and information services and Housing Advice.
- 1.2 **The Purchaser** means Sevenoaks District Council (SDC), its employees and any person authorised to act on behalf of SDC.
- 1.3 **The Provider** means Citizens Advice North & West Kent and Citizens Advice Edenbridge, acting together to provide a cohesive, District-wide, integrated service (CA).
- 1.4 **Clients** are residents and people working in the Sevenoaks District seeking information or advice and, for independent Housing Advice, any person who has ties to the District and falls within the scope of the Housing Advice eligibility conditions set out in Schedule A. It is recognised that CA may be required to provide a service to other callers but that is outside the scope of this Agreement.
- 1.5 **The Services** is the provision of the following, according to the Service Standards and other arrangements set out in this Agreement:
 - a) **General Advice Service:** free, confidential, impartial and independent advice to residents of the District on a wide range of issues including, but not exclusively, benefits, housing, money advice, employment, consumer relationships and taxation in line with the membership standards of Citizens Advice.
 - b) **Housing Advice Service:** a specialist approach to provide debt counselling and mortgage arrears advice and to prevent homelessness where possible. Eligibility conditions are set out in Schedule A. The definition of homelessness is taken from s.175 Housing Act 1996 as amended by the Homelessness Reduction Act 2017, an extract of which is attached at Schedule D.
- 1.6 **Period of the Agreement:** This is a three-year Agreement that will start on 1st April 2021 and finish on 31st March 2024 unless it is terminated or varied in line with the terms and conditions set out in this Agreement.

2.0 Service Standards

- 2.1 The Provider will operate to the requirements of the Advice Services Alliance and will comply with the Advice Quality Standards.
- 2.2 The Provider will provide a service to Clients using means that include email, face-to-face sessions (by appointment and/or 'drop in'), telephone and video calls. The Provider will ensure that the service is available via a combination of these means to Clients between 09:30 hrs to 15:30 hrs Monday to Friday. In accordance with Section 4, the Provider will keep under review the best means for assisting Clients and adapt as necessary. Subject to any government restrictions concerning Covid-19, the Purchaser would like the Provider to work towards the return to some face-to-face sessions in Sevenoaks, Swanley, Edenbridge and Westerham. Reporting on this forms part of this Agreement. The Service will not be offered during the two weeks over the Christmas and New Year period or on Bank Holidays.
- 2.3 Clients requiring Housing Advice will be assisted within two working days of their approaching the Provider.
- 2.4 For Housing Advice, the Provider will keep a record of all discussions with the Client including the type of advice provided as set out in Schedule A to enable a seamless service to be provided to the Client.

- 2.5 The Provider will notify the Purchaser of the agreed hours and means of access in April of each year. Any changes to the hours of access will be undertaken only after consultation with the Purchaser, unless it is for a part of the service funded wholly by other funders. This consultation must be undertaken in advance of any public notice of intention to make such changes.
- 2.6 The Provider will maintain an appropriate core of volunteer trained advisers covering the District.
- 2.7 The Provider will advertise the Service in local communities, Sevenoaks District Council premises, Sevenoaks District Council's website and from time to time in conjunction with the District Council, in "In Shape" magazine.
- 2.8 The Provider will consult the Purchaser annually about the content of a uniform client satisfaction survey which the Provider will undertake on an annual basis for each year of the Agreement, using a minimum random sample of 150 Clients evenly distributed between the three locations.
- 2.9 Where appropriate CA and SDC will share training sessions which benefit the CA staff and Housing officers and are cost effective.
- 2.10 The Provider will acknowledge the financial support of SDC in all its publicity and will display the District Council's logo in a prominent position at each of the three offices.
- 2.11 The Purchaser and Provider will work together to attract external funding for the work of the CA.

3.0 Policies and Safeguards

- 3.1 The Provider will ensure that policies are in place so that the Service complies with existing and future legislation. This should include an Equal Opportunities Policy together with appropriate monitoring of BME groups to ensure fairness and equal access among those eligible for the Service. The Provider should embrace Sevenoaks District Council's Equality Scheme.
- 3.2 The Provider will ensure that the Service is covered by a Child and Vulnerable Adult Protection Policy, will adhere to Citizen Advice's Safeguarding Policies, that all staff have read and understand the Policy and that appropriate enhanced level DBS checks are in place. The Provider will have regard to the District Council's Safeguarding Policies.
- 3.3 The Provider will maintain an up-to-date risk assessment relating to the provision of the Service and make this available to the Purchaser.
- 3.4 The Provider will make arrangements to insure professional negligence, public and employers' liability.
- 3.5 The Provider will make available copies of the policies and other safeguards mentioned in this section if requested by the Purchaser.

4.0 Performance Review and Monitoring

- 4.1 Monitoring will be carried out on a quarterly basis with an annual service review. Payment for years 2 and 3 will be dependent upon the Provider's successful delivery of the Agreement in years 1 and 2.
- 4.2 The Provider will provide the Purchaser with a combined quarterly monitoring report by 21st of July, October, January and April of each year using the report headings set out in Schedule B, relating to the quarters April-June, July-September, October-December, January-March.
- 4.3 The Provider will provide the Purchaser with information for the annual service review by the end of November each year using the report headings set out in Schedule C.
- 4.4 The Provider agrees to meet the Purchaser quarterly to review progress.

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5.0 Payment and Financial Conditions

5.1 The Purchaser will pay the Provider in advance by April 10th the sums set out below subject to satisfactory performance in delivering this Agreement.

Year	General Advice Service	Housing Advice Service	Total £ per year
2021/22	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2022/23	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2023/24	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540

6.0 Contact Officers

6.1 The Purchaser's Contact Officers are as follows:

General Advice Service:

Sarah Robson, Chief Officer – People & Places

Kelly Webb, Health & Communities Manager

Jenny Godfrey, Community Projects & Funding Officer

Housing Advice Service:

Rebecca Wilcox, Head of Housing & Health

Rav Kensrey, Homelessness Prevention Manager

6.2 The Provider's Contact Officers are as follows:

Citizens Advice Edenbridge

Colin Jones, Trustee

Sian Hiller, Chief Officer

Citizens Advice North & West Kent

Robin Thompson, Chairman

Angela Newey, CEO

7.0 Termination of the Agreement

- 7.1 If either party to this Agreement wishes to withdraw from the Agreement, at least 12 months' notice must be given in writing. Where termination is the result of the Provider not fulfilling the terms of the Agreement, a minimum of 6 months' notice should be given.
- 7.2 If the Provider cannot meet the commitments as set out in the Agreement, it will notify the District Council's Chief Officer for People & Places immediately the issue is identified. The Purchaser will review together with the Provider the ability to continue in the Agreement.

8.0 Undertaking

- 8.1 I agree to provide the services identified in the Service Specification, and to meet the terms and conditions contained in this Agreement.

Signed

Chair, on behalf of the Trustee Board of Citizens Advice Edenbridge

Date

Signed

Chair, on behalf of the Trustee Board of Citizens Advice North & West Kent

Date

Signed

Chief Executive, Sevenoaks District Council

Date

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Schedule A

A1 The Scope of the Housing Advice Service

- i. To provide an effective independent Housing Advice service to people who are eligible for Housing Advice as set out in A2 below. The principal aim of the Housing Advice Service is to prevent homelessness.
- ii. Where appropriate, in order to prevent homelessness, to undertake debt counselling and/or mortgage arrears advice and assist with budgets which may include negotiating on the client's behalf with external organisations.
- iii. To assess prevention duty owed and households eligibility and suitability for Sevenoaks District Council Private Sector Lettings scheme enabling households to secure affordable and safe private rented sector accommodation
- iv. To sign post suitable households for sheltered and extra care housing schemes provided applicants are eligible to join Sevenoaks District Council housing register.
- v. To signpost homeless or potentially homeless clients to relevant agencies. This will include, for example, advising and supporting people to advise/support those who are homeless or facing homelessness to contact Sevenoaks District Council as managers of the housing register, or suggesting contact with the Home Improvement Agency to have disabled adaptations undertaken with support.
- vi. To share information relating to specific cases where an applicant provides written permission/authorisation to the Council or Citizens' Advice in advance of the request.
- vii. To comply fully with Sevenoaks District Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of any vulnerability or other specific housing needs. This includes consideration of reasonable preference categories (as defined in Part 6 of the Housing Act 1996) and protected characteristics (as defined in the Equality Act 2010), as well as clients being provided with a Statement of Choice through the Kent Homechoice System ([Further information available at Kent Home Choice](#)).

A2 Eligibility for the Housing Advice Service

- i. Eligible applicants must be:
People who will be homeless within 56 days of approach **or**
People who are potentially homeless within a maximum of 3 months of approach
and
live or work within the District **or**
can demonstrate that they have lived here at least 6 months out of the last 12 months or 3 years out of the last 5 years **or**
applicants or close relatives must demonstrate a special need to be rehoused in this District (for example, through fear of violence in another district)

A3 Information relating to the Housing Advice Service to be provided where possible

- i. household composition, including gender, Date of Birth, nationality and National Insurance Number
- ii. applicant's housing requirements
- iii. applicant's special needs where they have been identified with the applicant
- iv. applicant's request for low cost home ownership (if applicable)
- v. applicant's financial details particularly savings and income details
- vi. applicant's local connection to the District, using the information upon which the Client's eligibility for the Housing Advice Service is based.
- vii. relevant medical information (if applicable)
- viii. applicant's relevant past history, eg past evictions, debt problems, etc.

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Schedule B

Performance data required for quarterly monitoring

- B1 Number of advertised hours of opening each week for advice in Edenbridge, Westerham, Sevenoaks and Swanley.
- B2 The number of Clients assisted this quarter.
- B3 The number of issues raised this quarter.
- B4 A breakdown of those listed in B2 by type of enquiry, level of enquiry and ward of residence.
- B5 Percentage of the number of Clients who have received the Service and who are from Black and Minority Ethnic groups.
- B6 The total number of trained advisers, recorded on the last day of each quarter.
- B7 The number of benefits appeal, employment appeal and legal appeal cases opened this quarter.
- B8 A breakdown of how those set out in B2 were assisted, i.e. the number of telephone calls; emails; video calls; face-to-face sessions. Include a statement about any changes made to the means of delivering the service to Clients with reasons.
- B9 Exception reporting: Dates on which the full Service was not available in the District, excluding weekends, bank holidays or in the two weeks over Christmas.
- B10 Exception reporting: Number of Housing Advice Clients who could not be assisted within 2 working days of their approaching the Provider.
- B11 Total number of Housing Advice Clients benefiting from the Housing Advice Service.
- B12 A quarterly spreadsheet report showing issues leading to Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B13 A quarterly spreadsheet report showing Clients at risk of Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B14 Outcomes sheet setting out the number of cases where it is estimated that homelessness has been prevented for Clients and their households included in B12 and B13.

Schedule C

Information required for annual review by end November

- C1 A copy of the most recent Citizens' Advice Membership confirmation, updated every three years, including the CLS Quality Mark.
- C2 The results of the annual uniform customer satisfaction survey, which should separately identify Clients of the Housing Advice Service.
- C3 Total number of people assisted October to September.
- C4 Total number of Clients (see 1.4 for definition of 'Client') receiving the Service (see 1.5 for definition of the Service) October to September.
- C5 A synopsis of the publicity materials produced during the year with one example copy provided.
- C6 Copies of the most recent annual accounts
- C7 The average number of paid staff hours per week during the year
- C8 The number of voluntary staff hours worked during the year.
- C9 A summary of any changes in the way the Service has been delivered during the year.
- C10 A summary of any proposed changes to the Service in the ensuing year.
- C11 A statement of how the Service has assisted in the delivery of Sevenoaks District Community Plan objectives during the year.
- C12 A copy of the budget for the ensuing year.

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Schedule D

The definition of 'homelessness'

Housing Act 1996 as amended by the Homelessness Reduction Act 2017, s175 Homelessness and threatened homelessness:

(1) A person is homeless if he has no accommodation available for his occupation, in the United Kingdom or elsewhere, which he—

(a) is entitled to occupy by virtue of an interest in it or by virtue of an order of a court,

(b) has an express or implied licence to occupy, or

(c) occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession.

(2) A person is also homeless if he has accommodation but—

(a) he cannot secure entry to it, or

(b) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it.

(3) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.

(4) A person is threatened with homelessness if it is likely that he will become homeless within 56 days.

(5) A person is also threatened with homelessness if –

(a) a valid notice has been given to the person under section 21 of the Housing Act 1988 (orders for possession on expiry or termination of assured short-hold tenancy) in respect of the only accommodation the person has that is available for the person's occupation, and

(b) that notice will expire within 56 days.

COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2021/22 & RECOMMENDED CHANGES TO GRANT SCHEME FROM 2022/23

People & Places Advisory Committee 2 March 2021

Report of: Chief Officer People & Places

Status: For Information

Also considered by:

- Cabinet 18 March 2021

Key Decision: Yes

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2021/22.

Details of the appraisal process are provided. This included a detailed consultation with the Portfolio Holder for People & Places, Cllr Dyball and the Deputy Portfolio Holder for People & Places, Cllr Coleman. Recommended grants are set out in Appendix C.

With the Members' Room currently out of use, copies of the applications received are available on One Drive (instructions provided separately). Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report also sets out the recommendation to carry forward the projects and funding relating to 2020/21 grants that have been affected by Covid 19 and changes for the Community Grant Scheme for 2022/23.

This report supports the Key Aim of: Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder: Cllr. Dyball

Contact Officer(s): Jenny Godfrey, Ext. 7112 & Kathryn Bone, Ext. 7176

Recommendation to People & Places Advisory Committee: That Members note the report.

Recommendation to Cabinet:

- (a) Grants, as set out in Appendix C of this report, be approved subject to the conditions set out in paragraph 13.
- (b) To approve that projects and funding relating to the 2020/21 grant scheme affected by Covid 19 to be carried forward as set out in paragraphs 7 & 14.
- (c) Changes to the 2022/23 grant scheme, as set out in paragraphs 15 to 17 of this report, be approved.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

The events of recent months have prompted the recommended changes to the Community Grant Scheme for 2022/23. This will ensure that the Scheme continues to deliver its' aim of benefiting the most vulnerable residents in Sevenoaks District.

Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 3 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013. There has always been a distinction for monitoring purposes between up to and including £500 grants and those over £500 and up to the maximum, £5,000. For these 2021/22 grants the application process was taken online for the first time. To make the online forms user friendly and relative to the monitoring for successful applications, two separate forms and therefore guidelines were created. These guideline documents can be found at Appendix B.
- 4 In 2020/21, the grants awarded through the Community Grant Scheme enabled voluntary organisations to support 65,656 volunteer hours in the Sevenoaks District, which represented an economic benefit of £1.17 million.

Details of the Community Grant Scheme for 2021/22

- 5 The grant scheme was publicised widely across the District within the voluntary sector, through the virtual Voluntary Sector Forum, Town and Parish Councils, In Shape Magazine, Social Media and local press in

September 2020. The closing date was 13 November 2020. The total budget available for distribution in 2021/22 is £153,340, including £98,540 for Citizens’ Advice in the District, £2,500 for the Sevenoaks District Arts Council (SDAC) and £2,500 for the Sevenoaks District Sports Council (SDSC). Funding for Citizens’ Advice, SDAC and SDSC is subject to Service Level Agreements.

- 6 The 2021/22 budget available for voluntary sector organisations is as follows:-

Funding for the Citizens’ Advice Service Level Agreement (SLA)	£ 98,540
Funding for Sevenoaks District Arts Council (SLA)	£2,500
Funding for Sevenoaks District Sports Council (SLA)	£2,500
Amount available for Community Grants Scheme grants	£ 49,800* *See paragraph 7 below
Total Budget	£ 153,340 *See paragraph 7 below

- 7 As a result of Covid-19, some funding from the 2020/21 Community Grants Scheme is likely to be returned to the Council. Confirmation of the total funding returned will be available by the Cabinet Meeting of 18 March 2021. Included in this paper is therefore an extra recommended financial allocation for some identified grants (see Appendix C). These grants were identified during the appraisal process as delivering high levels of impact and value for money such that if additional funds were available a greater percentage of that requested would be offered. Appendix C identifies the maximum that would be allocated to each applicant should sufficient funding be returned. Returned funds will be apportioned equally to those projects identified in this way. The maximum total allocation would be £54,146.

- 8 A total of 31 grant applications have been received, representing total grant requests of £109,249.

- 9 A full schedule of applications is attached at Appendix C. The Portfolio Holder for People & Places has copies of all of the applications and a full set is available via One Drive (instructions provided separately). Officers would be pleased to deal with any detailed queries in advance of the meeting.

Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for People & Places, Cllr Dyball and the Deputy Portfolio Holder for People & Places, Cllr Coleman. Recommendations have been made in accordance with the

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Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:

- the extent to which the application supports the District Council's priorities;
- the extent to which the application assists residents across the District and its impact;
- the extent to which the application should be funded by other organisations;
- whether performance indicators are relevant and appropriate;
- whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- the level of reserves held by the applicant.
- whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

- 11 A full list of grants recommended to voluntary organisations is attached at Appendix C.
- 12 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact the District Council's Funding Officers and visit KCC's online free, comprehensive grant search database for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

- 13 It is recommended that grants be made to voluntary organisations subject to the following conditions:
 - That performance indicators as set out in the application forms are adhered to and monitored;
 - That appropriate Safeguarding policies and arrangements are in place, where necessary;
 - That appropriate recognition of this Council's funding contribution is made in all their publicity; and
 - Where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents;
 - That organisations funded either have or are working towards any quality accreditation.

Recommended Carry Forward of 2020/21 Community Grants

- 14 In addition to the funds returned as outlined in paragraph 7, Covid-19 prevented two organisations (West Kent Extra and Kenward Trust) who awarded community grants in 2020/21 from delivering any of their projects. The grant details for these are set out below. It is recommended that these two grants be carried forward to the 2021/22 financial year to enable these projects to be delivered and Sevenoaks residents to benefit from them. Plans of exactly how these would be delivered have been obtained from the two organisations.

Organisation	Grant value	Project
West Kent Extra	£3,550	Contribution towards a residential trip for vulnerable children aged 8-12. With the increase in mental health problems now affecting children and young people this project is recommended to be carried forward.
Kenward Trust	£4,400 but with £4,190 to be carried over for this project and the other £210 being returned and made available for these 2021/22 grants (in accordance with paragraph 7 above). This £210 was included in the original grant application for refreshments and these will no longer be needed.	Archery & alpaca sessions for vulnerable adults and young people. The project will be amended to comply with Covid-19 restrictions. This project specifically targets those feeling isolated and lonely and will be beneficial to vulnerable residents.

Recommended Changes from 2022/23

- 15 The aim of the Community Grants Scheme remains the same, to benefit the most vulnerable residents in Sevenoaks District. Two key factors provide the background to these recommended changes:

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- The events of recent months have had a significant impact on the community and voluntary sector. Demand for the sector's services have increased exponentially; traditional funding streams have been diverted to respond to the health pandemic; and filling many service gaps, there has been an explosion of new, grass-root, community initiatives which now seek support & encouragement. The Council has become aware of these new community initiatives through its community project work, in particular with Care for our Community (responding to Requests for Help) and the virtual Voluntary Sector Forum.
 - The health pandemic has led to the introduction of new grants and funding that are being administered by the Council.
- 16 The community and voluntary sector was consulted using a short anonymous Survey Monkey:
- 67.34% of those responding stated that their funding needs had changed as a result of Covid. Comments included:
 - "Increased costs to respond to Covid pandemic"
 - "We are struggling to cover our fixed overheads with reduced volunteers [because of Covid] and unpredictable demand for our help."
 - "More equipment and spaces needed to support socially distanced activities"
 - "Fewer community fundraising opportunities whilst also facing client need."
 - The results support the need for the encouragement and funding of new grass-root, community initiatives with 93.9% confirming that the offer of a greater number of smaller value grants via a streamlined application process would be a good idea. There were comments such as:
 - "It gives small grassroots groups an opportunity to get on the ladder"
 - "Open the opportunities for receiving grants to a broader spectrum of recipients"
 - "We firmly believe in spreading as much round to small charities as possible, rather than give larger grants to charities that don't need it as much"
 - "A great idea, we are a new start up in Sevenoaks and a streamlined process to provide some 'seed' monies against a viability plan would be very valuable."

- “Our Community Project is running several emergency initiatives and the number of families we are supporting has also grown.”
 - The idea of a more streamlined application process was welcomed with comments such as:
 - “The move to digital applications was a good one and further streamlining could simplify the process further.”
 - “A shorter application process”
 - “The application form is a real disincentive to apply. I really don’t know how any small charity can answer some of your questions.”
 - “A more streamlined application and reporting process would be very welcome. This would help smaller groups and community groups like ours which exists to help those with mental health needs. That means our 'volunteers' may themselves have life challenges which make it difficult for them to commit to fundraising work.”
17. Based on the above, the recommended changes to the Community Grant Scheme for grants awarded from 2022/23 (with applications commencing September 2021) are:
- Promote the smaller grants (up to £500) to support and encourage new, grass-root community initiatives. Achieve this by streamlining the application process to make it more attractive and user friendly to applicants whilst still incorporating the eligibility, criteria and monitoring requirements of the Council. Communicate this approach earlier in the year to encourage applications.
 - Consult and work with other departments to gain an oversight of all grants and funding available to community and voluntary organisations. Use this information to ensure cross-departmental checks and information shares are in place in relation to grants and funding being awarded and to greater understand and effectively manage arrangements and partnerships between the Council and the community and voluntary sector. Incorporate learning from this into the management of the Community Grants scheme and the application appraisal process to ensure that it continues to fund the most deserved, good value for money projects and to support the most vulnerable residents.

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Key Implications

Financial

The level of funding is in accordance with the draft 2021/22 budget of £153,340.

Any sums awarded in addition to the 2021/22 budget of £153,340 will be funded from returned or carried forwards 2020/21 grants funding.

Resources (Non Financial)

The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

There are no legal issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

The following table shows the risks and their mitigation.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of the grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Equality Assessment

23. Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The summary results of this analysis are set out immediately below.
24. This community grant scheme assists with the provision of services to support Sevenoaks District residents, particularly those in the greatest need. Therefore this decision being made or recommended through this paper does not have the potential to disadvantage or discriminate against different groups in the community.
25. The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide range of needs are able to apply. The recommended changes to the 2022/23 grant scheme will continue to promote the equality of opportunity.
26. As no negative impacts have been identified, no further mitigating steps need to be taken.

Conclusions

27. The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C and the recommended changes to the Scheme for grants made in 2022/23.

Appendices

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines Part 1 & Part 2

Appendix C - Full Schedule of applications

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

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Sevenoaks District Council Code of Practice for Grantmaking 2015

Background

Sevenoaks District Council is committed to improving the quality of life for our residents. We recognize that the community and voluntary sector has a significant role to play in helping us do this for residents who are more vulnerable and in need of support. In line with this, the Council runs grant schemes where it is able to provide additional activities and projects that complement and support our strategic and overall objectives.

This Code of Practice has been adopted by the Council and is intended for use across all teams and services who are running or considering running a grant scheme. 1.3. From time to time, the Council may manage other grants such as those to individuals and other sectors including businesses. Managers should follow this guidance for those schemes.

Definition

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits those who live, work and volunteer in the District'

Requirements of our grant schemes

As a minimum, each grant scheme should specify:

- Guidelines for completing the application form;
- The objectives of the grant scheme, in particular how it will help the Council meet its overall objectives and support the Council's strategic objectives;
- The required outcomes the Council is seeking from the funding;
- Who is eligible to apply (see **Appendix 1**);
- The timescales for the funding, including the deadline for applications and when decisions will be made;
- How we will make our decisions and the criteria against which applications will be appraised;
- Minimum and maximum grant level;
- Arrangements for monitoring and evaluating individual grant awards and the scheme as a whole.

Application Process:

The application form should be in plain English and targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect the level of funding available..

The aim of the form is to give the applicant the opportunity to demonstrate how the application meets the scheme criteria, evidence of need, and the outcomes the applicant group expects to achieve. The suggested contents of the application form are found at Appendix 2.

There should be clear guidance on the application process given to applicants with the form. The suggested contents of this guidance is included at Appendix 3

A checklist should be provided for applicants to ensure that all information has been supplied and all relevant and necessary documents are provided with the application form.

Officers should keep a record of all requests for application forms and follow up, where appropriate, why these were not returned as part of the overall scheme evaluation.

Appraising applications and decision making

The Council supports the following principles regarding appraisals and decision-making:

- The process should be transparent and the method used made clear as part of the application guidelines;
- Grant appraisers should be trained and no decision should be made by an individual;
- Appraisal must take place against the given criteria and applicants must meet the set criteria in order to receive the grant;
- Appraisers must be clear that the scheme/proposal meets the main aim of the grant scheme and that the identified need is met;
- Appraisers need to ensure that they have a checklist for all the documents, e.g. completed application form with all sections completed, accounts, safeguarding policies and procedures. If any document is missing, or is not considered adequate, the applicant should be given a limited period of time to provide them. If the document is provided in this time period, then the application may not be considered;
- Safeguarding arrangements for beneficiaries, staff and volunteers will be considered, and any organisation without adequate arrangements not be funded;
- Audited or independently examined accounts should be considered when the application is appraised;
- Appraisers should keep clear records of their decisions regardless of the outcome of the appraisal.

Approval

All grant applications should receive a response indicating that the grant has been approved, held over or refused.

Approval letters should indicate clearly whether there are any conditions attached to the grant and include: the timescale for payments, monitoring requirements, and the Council's requirements regarding promotion and publicity. The Council's logo will be provided for this purpose;

If the application has not been approved, clear reasons should be given and further feedback provided if requested.

Monitoring & Evaluation

Monitoring has to be relevant and targeted to the applicant group, with the degree of detail reflecting the size of grant. It should assess achievements against agreed outcomes/targets;

As a minimum, recipients of grants must keep a record of beneficiary numbers, who else has benefited from the grant and any feedback from users. This should reflect any of the Council's obligations under the Public Sector Equalities Act.

The applicant group should carry out an evaluation of the project with the beneficiaries, proportionate to the size of grant, such as a satisfaction survey and/or case studies.

The grant process itself must be evaluated and reviewed internally at regular intervals, at least every 3 years, to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

There should be an SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.

Details of all successful applications are now provided on the SDC website Transparency pages as required by law under the Localism Act 2011.

Appendix 1 Eligibility for all Council community grant schemes

All of the following should be included in the eligibility criteria for applicants.

- The project should be for the benefit of people **living, working or volunteering in the Sevenoaks District**. This includes applicants who are based outside of the area but whose proposed activity is of benefit to those within the District;
- Any funding given should be ring-fenced for those living, working or volunteering in the Sevenoaks District and appear as such in the applicant organisation's accounts;
- The applicant group must have a written constitution or a set of rules;
- The applicant group must have a bank account with 2 signatories, who are not related to each other and who do not live at the same address. If they do not have a bank account, they must nominate a properly constituted voluntary organisation to take responsibility for the money on their behalf;
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available. If they have not been in existence long enough to have a set of audited accounts available, they must have a business/financial management plan made available with the completed application form and provide evidence that they have a bank account;
- The applicant group must have safeguarding policy or policies in place to safeguard children, young people and/or vulnerable adults. The level of detail in safeguarding policies will be determined by the level of contact the organisation or individuals have with children, young people and/or vulnerable adults;
- Any organisation working directly with children, young people or vulnerable adults will need to demonstrate that have safeguarding systems in place that safeguard these groups and appropriate DBS checks have been undertaken.

Appendix 2: Application Form Contents

The level of detail the Council will require will vary according to the scheme and the amount of funding.

For most schemes we will expect the form to capture the following information:

- A description of the project, who it is aimed at, how it meets the scheme's objectives and criteria, and what outcomes will be delivered;
- The applicant's capacity to deliver the project, based on previous experience;
- A fully costed and itemized budget including any other confirmed or outstanding external funding contributions, and any other contributions whether cash or in-kind. The budget will need to include VAT and to state whether or not this is recoverable;
- Clear evidence of financial need, and how the scheme provides value for money;
- If relevant to the funding pot in question, confirmation as to whether the applicant has applied to the Council on previous occasions;
- A project plan and timetable;
- A section where the applicant will set out performance indicators, which are measurable and capture the outcomes of the project;
- Details of any accreditation the organization has or is working towards;
- Confirmation that the applicant has written policies on equal opportunities, health and safety and safeguarding, and that these have been included with the application;
- Details of the applicant's bank account;
- An Equalities statement;
- A named individual with contact details who will be the lead contact for the grant;
- Signature and date box.

Appendix 3 Guidance on the application process

The Council considers that the following information is included in any guidance on the application process:

- Who is eligible to apply;
- The scheme criteria including links to relevant Council documents such as the Community Plan;
- The types of outcomes the funding pot expects to see and at least one example of these;
- Timescales for the scheme and the dates by which we will notify applicants of receipt of applications (within 10 days of receipt) and decisions on awards;
- How we will consider value for money;
- A clear statement that no applications will be considered after the closing date;
- How we will make our decisions, who will do this, and how we will allocate funding if the scheme is over-subscribed;
- A clear reminder that failure to complete all the necessary questions may invalidate the application;
- A statement that the Council will require grants to be paid back if the project does not go ahead for any reason and that failure to notify the Council that a project is not proceeding may jeopardize future applications;
- A statement that any grant monies unspent by the applicant at 31 March of the following year must be paid back to the Council;
- Notification regarding payment processes and at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc;
- A statement confirming that all Council grants payments will be by direct debit and will be accompanied by a remittance advice and a letter setting out the conditions of the grant and monitoring arrangements;
- The level and timing of monitoring, evaluation and annual reporting required (*see Section 7: Monitoring and Evaluation*);
- Signposting to where further support is available, e.g. on writing and adopting safeguarding policies;
- A statement regarding data protection and our obligations as required by law under the Localism Act 2011 for transparency;

- Grant managers should provide a form for the applicant to sign and date and return, to confirm they have received the money and that it will be used for the purpose for which it was approved;
- The evidence required from applicants to prove that the money has been spent on what it was intended for. (*The financial threshold needs to be considered*).

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Community Grant Scheme Guidelines 2021/22

Grants up to £500

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Jenny Godfrey at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: **01732 227000**, Email: grants@sevenoaks.gov.uk

Our Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focusing on those in greatest need.

In particular, we wish to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below.

Please note: We can only accept one application per organisation.

Please complete the [application form online](#)

What are the scheme's priorities?

Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation of excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

- Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Who can apply?

You can apply if you deliver services to Sevenoaks District residents and are one of the following:

- “Not for profit” registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

How much and what can I apply for?

The minimum you can apply for is **£100**

The most we will award for any one application using this application form is **£500**. **If you are looking for more than £500 please refer to the [criteria and guidelines for grants up to £5,000](#).**

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition, you can apply for core running costs that are commensurate with the project, service or activity applied for.

What are the main conditions?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

What we will not fund

We will not fund:

- Projects that are primarily the responsibility of another agency or funder, such as the [Sevenoaks District Sports Council](#) & [Sevenoaks District Arts Council](#) respectively;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

How will we assess your project?

The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

When will you know if your application is successful?

The deadline for submitting your completed application form online is **Friday 13th November 2020**. Applications received after this date will not be considered.

During March 2021, we will decide who will receive funding. We will write to you during April 2021 to let you know if your application has been successful.

If you require any assistance, please contact Jenny Godfrey, Community Projects & Funding Officer, on **01732 227000** or by email at **grants@sevenoaks.gov.uk**

Applications must be completed by the applicant on behalf of the organisation [online](#).



Community Grant Scheme Guidelines 2021/22

Grants £501 to £5000

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Jenny Godfrey at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: **01732 227000**, Email: grants@sevenoaks.gov.uk

Our Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focusing on those in greatest need.

In particular, we wish to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below.

Please note: We can only accept one application per organisation.

Please complete the [application form online](#)

What are the scheme's priorities?

Volunteering:

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation of excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

- Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Who can apply?

You can apply if you deliver services to Sevenoaks District residents in **two or more parishes** and are one of the following:

- “Not for profit” registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

How much and what can I apply for?

The minimum you can apply for is **£501**

The most we will award for any one application using this application form is **£5000**. If you are looking for more than **£501** please refer to the **criteria and guidelines for grants up to £5,000**.

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition, you can apply for core running costs that are commensurate with the project, service or activity applied for.

What are the main conditions?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

What we will not fund

We will not fund:

- Projects, services or activities that serve only one parish
- Projects that are primarily the responsibility of another agency or funder, such as the [Sevenoaks District Sports Council](#) & [Sevenoaks District Arts Council](#) respectively;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

How will we assess your project?

The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

When will you know if your application is successful?

The deadline for submitting your completed application form online is **Friday 13th November 2020**. Applications received after this date will not be considered.

During March 2021, we will decide who will receive funding. We will write to you during April 2021 to let you know if your application has been successful.

If you require any assistance, please contact Jenny Godfrey, Community Projects & Funding Officer, on **01732 227000** or by email at **grants@sevenoaks.gov.uk**

Applications must be completed by the applicant on behalf of the organisation [online](#).

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Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
116	Age UK Sevenoaks and Tonbridge	Support the cost of providing 'Pop Up Pop Ins' to encourage social interaction and reduce social isolation in rural settings. Sessions include sign posting to essential services alongside individually tailored falls prevention exercises. Sessions also include talks from organisations such as Kent Fire & Rescue. Due to COVID-19 the project will also look to increase its presence digitally and help their residents to engage with the sessions in this way.	£2,000	£4,250	£5,000	£4,540	£5,000		
505	Leigh Ladies Choir	The Leigh Ladies Choir is a community led amateur choir and supports residents with loneliness and isolation. The choir are looking to run a Virtual Concert in 2021 and the grant will be used to support this by funding a wide-angle camera, recording microphones and website add-ons.	No application	No application	£500	£0	£0	Project is an arts event and is primarily the responsibility of another agency or funder.	
436	West Kent Extra	The grant will go towards a three month project (May-July 2021) to deliver an intense support programme to adults who have been made redundant or become unemployed due to COVID-19. The programme will provide advice and guidance on navigating unemployment such as benefit support. It will also provide practical guidance on how to seek new employment based on their interests and upcoming opportunities. This project is an extension to their West Kent Works project which has been running with funding from the National Lottery since October 2020. This funding ceases at the end of April.	£1,200	£3,550	£5,000	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project and it was felt it could be funded through another organisation.	
506	Friends of Holcot	Friends of Holcot is a charity based in Holcot near Edenbridge. The charity are looking for funding to support disadvantaged families who have registered with them. The funding will support a short wellness initiative to help individuals struggling with weight gain, anxiety and depression. The funding will go towards paying for 15 memberships at Edenbridge Leisure Centre for 12 weeks for adults and 6 private inflatable sessions in the pool for children.	No application	No application	£2,500	£0	£0	This service is primarily the responsibility of another agency.	
44	Sevenoaks Counselling	Sevenoaks Counselling provides confidential counselling to all on an equal opportunities basis. They continue to receive a high number of referrals from GP surgeries, Citizens Advice etc. Clients make a contribution towards the cost of their counselling but are only asked to pay what they can afford. The grant would fund the provision of professional counselling services to those unable to pay all or any of the associated costs.	£900	£1,000	£1,000	£1,000	£1,000		
508	The Layberry Foundation	The Layberry Foundation provides volunteer mentoring for young people including those who may have been in the care system. The grant will fund part time administration costs, volunteer expenses and also to help with the recruitment process for volunteers.	No application	No application	£2,000	£2,000	£2,000	The grant will be conditional that they work towards accreditation and work to improve their links with KCC and further enhance their referral process.	
264	West Kent Mediation	The grant would be spent on the continuing provision and development of a free, professional, impartial and confidential mediation service for all SDC residents. WKM are the only service within the district providing a free mediation service to neighbours and families in need.	£4,800	£5,000	£5,000	£5,000	£5,000		
58	Council for Voluntary Service North West Kent	To deliver an electronic news bulletin monthly for disseminating information to organisations for local networking, funding and training events. To provide DBS checks, payroll and accounts service and funds held service.	£1,000	£800	£3,120	£900	£900		
206	Sevenoaks Volunteer Transport Group	The grant will be used to support the charity to provide low cost transport for the elderly, infirm and disabled residents. Volunteer drivers help vulnerable residents of Sevenoaks District to attend hospital appointments, GP appointments and other clinics or appointments that are vital to their health and wellbeing.	£500	£500	£500	£500	£500		
2	D'Vine Singers	The D'Vine Singers are a wellbeing choir that meet weekly during term time. The funding will provide a term's running costs for the choir which offer places to people aged over 18. Currently they have members from day centres, people suffering with social isolation, residents with Parkinsons and members with mental health issues. Currently the choir has been meeting online due to restrictions and are looking to meet again in person when restrictions allow.	£350	£450	£500	£500	£500		
446	Domestic Abuse Volunteer Support Services	This grant is requested as a contribution towards core costs of providing vital support services for women and men experiencing domestic abuse, assisting them and their children to break the cycle of abuse and live safe and fulfilling lives again. This funding will contribute to: a cost-effective helpline, face-to-face and telephone support offering bespoke options for all risk levels; risk assessments to national standards; personal/family safety planning; referral to MARAC and Social Services for Child Protection as required; sign-posting to other agencies/voluntary groups. It would also support DAVSS' Support to Court project; free legal advice by appointment with DAVSS pro bono Lawyer and pro bono Barristers available. It would also help support co-ordinating the Freedom Programme and Recovery Toolkit.	£5,000	£5,000	£5,000	£5,000	£5,000		
21	West Kent Mind	The grant will help fund a remote counselling service for residents of Sevenoaks in need of emotional/mental health support who are unable to access the necessary technology or unable to find the privacy needed within their homes. Clients will come to a counselling room at our Sevenoaks Centre and meet with a counsellor remotely via Zoom, on a computer configured for secure remote operation.	£3,000	No application	£3,322	£3,322	£3,322		
378	10th Sevenoaks (Weald's Own) Scout Group	The grant will be used to build an outdoor washing up facility at the Weald Scout Hut in Weald Village. It will include a raised, covered platform off the ground leading to a washing up area fitted to the side of the hut. The grant will fund the materials to build the facility.	No application	No application	£3,000	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	

Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
14	Eden Christian Trust	The grant will help fund their main activity which is the ECT Youth Club that meets weekly. Up until lockdown the club had membership of 110 young people who attended regularly. During lockdown the Youth Club has continued to meet and their Youth Worker has been undertaking outreach work. Funding will help to cover the salary of their full time Youth Worker and core costs of the club.	£2,000	£1,000	£5,000	£1,750	£1,750		
495	We Are Beams	We are beams provide family advice to parents and families with children who have an SEND diagnosis. The funding will provide equipment to deal with extra capacity for their online meetings to continue their cygnet-parenting programme.	£3,500	No application	£4,214	£4,214	£4,214		This grant will be conditional upon evidence of deliverables being provided. Half of the grant will be provided upfront and the remainder provided once evidence has been submitted.
473	Oxford Village Memorial Hall	The funding will provide the ability for the memorial hall to have push button access so that the main entrance doors can be easily opened by wheelchair users.	No application	No application	£5,000	£0	£0	This application cannot be supported as priority has been given to applications demonstrating that they support a wider area of the District.	
462	Project Salus	Safety in Action is an interactive multi-agency event that invites Year 6 children to learn about some of the dangers they may face as they become more independent and prepare for transition to secondary school. The event is designed to develop citizenship and safety skills and to increase awareness of dangers. This grant will be used to support the staging of a 2 week event between March and July 2021 for up to 1500 year 6 pupils in the West Kent area. All primary schools will be invited and will be online via zoom.	£1,250	£1,500	£1,500	£1,500	£1,500		
499	Fegans	The grant will be used to fund 1:1 support with around 20 families who are struggling in the Sevenoaks area. It would be used to consolidate support for these parents and carers; funding a part time parent support worker based in the area to work with families and take referrals from the schools and other local agencies.	No application	£2,500	£5,000	£0	£0		
394	BRIDGES, Reg.ch.1029169	The grant will fund the art therapists fees and expenses to run the creative café and will also subsidise access to the café for those who cannot afford the £6 contribution for materials. The café attracts people who are experiencing mental, physical or emotional stresses. The funding will also go towards development time for recruitment, supervision and training. It will also go towards developing new partnerships with the local Food Bank, Citizens Advice and West Kent Debt Advice.	£1,870	£1,450	£3,728	£960	£960		
85	Imago	Imago will provide support to other charities and community groups in West Kent; operate a volunteer development service that supports local volunteers and support local organisations and projects that need volunteers. They will also operate a Dial 2 Drive service that addresses the social isolation of older people. They are looking to expand this service into the Swanley area. Imago also offer infrastructure support to provide voluntary and community groups to access information, support and advice.	£8,000	£4,000	£5,000	£3,500	£3,500		
483	9th Sevenoaks (Seal) Scout Group	The grant will enable the scout group to procure semi-permanent structures and facilities to enable scouting at our new long term site.	No application	No application	£4,985	£0	£0	Application is ineligible under the Community Grant Guidelines.	
509	Baby Umbrella	Baby umbrella provides inclusive, impartial online and face to face support to vulnerable families and new parents in Sevenoaks and the surrounding areas. Our practitioners are trained Breastfeeding Counsellors and Lactation Consultants. The grant will go towards supporting face to face appointments, drop-in group sessions, 1-1 video call support and weekly Facebook Q & A sessions.	No application	No application	£5,000	£4,040	£5,000		
500	Samaritans Sevenoaks	The grant will support the Samaritans in their new office by providing three months property rent, three months worth of office expenses and volunteer expenses.	No application	£0	£5,000	£4,040	£5,000		
512	CAS Community Solutions CIC	CAS Community Solutions CIC is a community interest group and the funding will go towards providing a Digital Skills Coach to support local people on a weekly basis to develop their digital skills to meet a wide range of needs. In particular, this support is perfect for people suddenly having to work from home and for those thinking of setting up their own business.	No application	No application	£4,880	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	
507	Parish of Fawkham and Hartley	A new parent / carers group for pre-school aged children called 'Little Hartley' is to be set up. No such group currently exists in the area and demand is high. In addition, post Covid the need for social interaction will be especially necessary. The group will provide friendship/social interaction for parents / carers and play facilities for the children. It will provide informal coffee, chat and fun in comfortable surroundings and will be lead by an experienced volunteer. The grant will fund play equipment, story books, puzzles, beans bags, floor mat for babies etc. and refreshment supplies. There are no hire charges for this group but a small amount may go towards the additional heating costs for the Hall.	No application	No application	£500	£500	£500		
3	North West Kent Volunteer Centre	The grant will support SDC in the recruitment and retention of volunteers in the northern parishes of Sevenoaks District. This will support three services: befriending service; Community Transport Service; and a gardening service. These services support older people and local people who are experiencing loneliness and isolation.	£4,250	£4,500	£5,000	£4,034	£5,000		

Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
511	Heart of Sevenoaks	Heart of Sevenoaks is a new online events directory, connecting the community with local events in and around Sevenoaks. The aim is to work with local businesses, helping to spread the word of local happenings, and suppliers through the website and linking social media. It offers a new, vibrant and up to date platform for businesses to advertise through. The grant will be used to fund a series of community events in the summer of 2021.	No application	No application	£5,000	£0	£0	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme.	
510	The Quadrangle Shoreham Ltd.	The Quadrangle work to conserve and enhance the natural environment and provide an educational space, retreat centre, and gathering place for a wide variety of groups. The grant would help develop our project in two parts: a) 4 day-long workshops for groups of up to 20 adults in partnership with a Kent based wildlife organisation on wildlife conservation and forest gardening; b) 4 day-long Volunteer Days for adults and families when people can offer to help manage the forest garden and learn about permaculture in practice.	No application	No application	£4,500	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	
196	Sevenoaks PHAB	PHAB provides a weekly meeting on a Tuesday evening for adults with either a learning disability and or / a physical disability. Circa 45 people attend each session. Participants come from Tonbridge, Tunbridge Wells, Edenbridge & Sevenoaks. A range of activities are on offer including music, singing, drama, Boccia, Arts/Crafts & bingo.	£400	£500	£500	£500	£500		
404	Kent Wildlife Trust	The grant will fund support core costs in the maintenance of the reserve; to fund our hard-working wardens who make sure the area is clean and safe for all to enjoy, and to fund the equipment they need to do so.	£0	No application	£5,000	£0	£0	The organisation's reserves are considered to be too high to enable a grant to be recommended.	
498	The Hygiene Bank	The Hygiene Bank is equivalent to the Food Bank but for hygiene products. This grant will fund the purchase of essential hygiene items for people in the district who are experiencing financial difficulties and are unable to afford these basic items. Covid-19 has meant that many of their collection points have been closed for months in accordance with Government and PHE guidelines, and fewer donations have been coming into the points that remain open. Consequently, they have had to rely heavily on monetary/online donations to continue to meet the ever-growing need for these items.	No application	£3,000	£3,000	£2,000	£3,000		
	Total Grant Requested:				£109,249				
	Total Proposed Allocation (as per current budget):					£49,800			
	Maximum total allocation should funds from 2020 / 21 be returned & added to original budget						£54,146		

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Update on Volunteer Forum by Chair Angela Painter

People & Places Advisory Committee - 2 March 2021

Report of: Deputy Chief Executive and Chief Officer People & Places

Status: For Information

Key Decision: No

Executive Summary Angela Painter, Chair of the Volunteer Sector Forum will be attending to give an update on the Forum over the past year

This report supports the Key Aim of: the Councils Corporate Plan

Portfolio Holder: Cllr. Lesley Dyball

Contact Officer(s): Kelly Webb x 7474

Recommendation to People and Places Advisory Committee:

That Members note that report.

Introduction and Background

- 1 The Volunteer Sector Forum was set up again at the beginning of 2020. The update is from the Chair, Angela Painter on what the Forum has achieved over the past year

Key Implications

Financial

None

Legal Implications and Risk Assessment Statement.

There are no legal issues for the Council arising from this action plan.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Agenda Item 9

Consideration of impacts under the Public Sector Equality Duty

Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Forum incorporates everyone
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

Appendices

None

Background Papers

None

Sarah Robson

Deputy Chief Executive and Chief Officer People & Places

SUPPORTED INTERNSHIP PROJECT AT SEVENOAKS DISTRICT COUNCIL

People and Places Advisory Committee - 2 March 2021

Report of: Sarah Robson Deputy Chief Executive, Chief Officer, People and Places

Status: For Decision

Also considered by: N/A

Key Decision: No

Executive Summary: This report outlines the background and operational model for the Sevenoaks District Council supported internship project that commenced on 9 September 2019.

This reports support the Key Aim of: various elements of the Community Plan.

Portfolio Holder: Cllr. Lesley Dyball

Contact Officer(s): Kelly Webb, Ext 7474

Recommendation to People and Places Advisory Committee: That Members note the contents of the report.

Reason for recommendation: The report outlines progress for the supported internship project at Sevenoaks District Council.

Introduction and Background

- 1 In January 2019, Senior Management Team agreed to pilot a supported employment initiative based on pioneering work done at the National Grid.
- 2 The National Grid's Supported Internship model involves a partnership with a local Special Educational Needs School. The school employs a full-time Job Coach who is based at the National Grid. The National Grid then appointed a Site Lead for the project from within the National Grid who helps to support and promote the project, and liaise between managers and the Job Coach.
- 3 The National Grid model has operated for over five years and supports an intake of around five students a year. From recent visits to the National Grid, it was clear that the scheme had created a talent pool that helped the Interns to transition into employment, including appropriate employment opportunities at the National Grid. Managers at the National Grid spoke about the positive impact on staff and the culture of the organisation. Interns spoke about improvements to confidence and quality of life

Agenda Item 10

- 4 Following meetings with the National Grid, the Council's Enterprise Co-ordinator facilitated a partnership with Broomhill Bank Foundation Special School based in Tunbridge Wells and who have a satellite base in Hextable.
- 5 The concept has been to use the experience at the National Grid to carve out meaningful internship opportunities at Sevenoaks District Council, for students at Broomhill who had such opportunities identified within their Education and Health Care Plan.

The Supported Internship Model at Sevenoaks District Council

- 6 Broomhill Bank School successfully appointed a full-time Job Coach, and office space (that became known as "The Nest") was set aside for the project on the first floor of the Council's offices. The Council has a designated an Officer to be the Site Lead between the project and the Council.
- 7 Three students from Broomhill were selected for the scheme. The Site Lead invited senior managers to express an interest in hosting a supported internship. A job matching process took place looking at suitability of placements alongside students, their needs and aspirations. As a result the following placements were agreed:
 - IT Development
 - Facilities Management/Post Room and Asset Maintenance
 - Private Sector Housing
- 8 The interns started their placements on 9 September 2019. In line with the National Grid scheme, they are working school hours and during term-time only. The Job Coach works closely alongside interns who spend the first hour and last half hour of their day with the Job Coach. This provides essential support and reflection of their experience. Interns are also working to complete qualifications alongside their work experience as supported by the Job Coach.

Key outcomes

- 9 At the beginning of the Internship Programme in September 2019, Broomhill Bank School anticipated the scheme would contribute to the long-term career goals of some of its students and would fit with their working capabilities. For the Council, the internship needed to meet a real business need, with the potential of a paid job at the end of the programme, if appropriate.

Key findings from Year 1 of the Supported Internship Programme.

- 10 The school's students gained valuable work experience in their placements, which have had a significant impact on the interns and their futures. As a result of the skills learnt at the Council, the interns are all attending college, studying courses directly linked to their work experiences.

- 11 The interns overcame huge social fears and as they grew in confidence, managed to attend and positively contribute to several meetings. As a result, the school found that communication skills improved rapidly, with the young people initiating conversation, not just following another's lead. The interns felt confident to start conversations and ask questions to individuals and in groups, bringing teams together in a positive way. Council managers reported teams coming together to support the young person, which helped to grow more up support across departments and the organisation.
- 12 During the programme, the Job Coach considered each intern's personal skills, helping to support the practice of social skills and explore differences in communication styles. For example, "How we speak to colleagues in the workplace, do we talk to colleagues the same as we would our friends or family? The Job Coach and Council staff discussed language, subjects of conversation - should we share our political options for example?" This support the interns to become more self-aware, on several occasions, they practised volume skills - Should we speak as loudly in the open plan office, as we would in the post room? Appropriateness of dress, attendance and time keeping was also discussed, to support being work ready and increase life skills and development.
- 13 As the interns confidence grew, the Job Coach focused on developing independence, including completing tasks without being prompted, using initiative to find tasks and spending break times with their departments.
- 14 As part of the training and support delivered, the Job Coach supported Council staff to communicate positively with the interns, working with staff members individually and in groups to consider effective communication techniques and different strategies to apply and share knowledge.
- 15 During the programme, senior managers received Autism awareness training, which was rolled out more broadly to teams working with interns and across the Council. The project has led to a greater understanding of the customer experience for people with autism.
- 16 One of the young people had an ambition to work in a shop at the weekend, but viewed it as a goal for "other people, not someone like me". The intern was supported to bring together an impressive and honest CV, alongside help to practice interview techniques and presenting herself as the young professional she is. As a result, the intern gained part time employment in retail and now regularly uses public transport to travel to work, has increased her hours, and is quite rightly very proud of herself. All these experiences are enjoyed thanks to the confidence and skills gained on the internship programme. Although life skills are taught in school, this growth in confidence was nurtured in the workplace and extended in a way, we do not believe could be achieved in any other setting.

Agenda Item 10

- 17 Broomhill Bank School has been delighted with the relationship that has developed with Sevenoaks District Council and looks forward to building on the success of the first year of the internship programme.

Next steps

- 18 The Council would like to continue working with Broomhill Bank School, extending the programme on a rolling annual basis. Due to Covid-19 restrictions, the Council is working with the school to re-commence the programme in 2021.
- 19 With future cohorts of interns, we will look to introduce a recruitment and selection programme where the young people apply to and interview for the intern positions at the Council. We will also look to further develop the transition for the selected young people so that they are comfortable and familiar with their working environment before embarking on their internship.
- 20 Due to the current pandemic, the school is not proposing to place any interns until late 2021/early 2022, but both the Council and the school very much look forward to continuing this work and providing some more life changing experiences for young people.

Key Implications

Financial

There are no financial implications associated with this report.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Resource (non-financial)

Work connected with the programme is undertaken through existing resources. A dedicated office space at the Council's offices will need to be set aside for the project interns and Job Coach.

Conclusion

The Supported Internship programme at Sevenoaks District Council has been established to improve employment opportunities for people with learning disabilities, and create a talent pool which will assist the Council in improving diversity of the workforce, develop talent and fill future vacancies. It has created a two-way learning experience, helping the Council to use the experience to improve the customer experience for people with learning difficulties.

Appendices

None

Background Papers

None

Sarah Robson

Deputy Chief Executive

Chief Officer, People and Places

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People and Places Advisory Committee Work Plan 2020/21 (as at 02/02/2021)

2 March 2021

- Community Grants
- Sevenoaks District Community Safety Strategy & Action Plan 2021-22
- Supported Internship Programme
- Voluntary Sector Forum - a year on
- Citizens Advice SLA 2021-24

15 June 2021

- Economic Development Strategy refresh update
- Annual Community Safety report

5 October 2021

- Budget 2021/22: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)
- End of Year Community Grants
- Community Plan - Annual Report

30 November 2021

(Removed from March 2021 - Establishing a Community Lottery)

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