



Agenda

Community, Health and Leisure Committee

Monday, 5 September 2016 at 7.00 pm
Council Chamber - Town Hall

Membership (Quorum – 3)

Cllrs Parker (Chair), Ms Sanders (Vice-Chair), Clarke, Mrs Davies, Mrs Hubbard, Reed, Mrs Slade, Trump and Wiles

Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes from the previous meeting		5 - 10
3.	Community Safety Partnership Plan	All Wards	11 - 32
4.	Presentation - Crimestoppers Crimestoppers Ambassadors Scheme Presentation by Colin Dobinson.	All Wards	
5.	Open Space Protection Measures	All Wards	33 - 38
6.	Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016	All Wards	39 - 74
7.	CCTV Code of Practice	All Wards	75 - 108
8.	Basildon and Brentwood Public Health Partnership Strategic	All Wards	109 - 124

Plan

9. Urgent business

A handwritten signature in black ink, appearing to read 'P. L. R. B.' with a large, sweeping underline.

Head of Paid Service

Town Hall
Brentwood, Essex
25.08.2016

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

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Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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Minutes

Community, Health and Leisure Committee Monday, 6th June, 2016

Attendance

Cllr Parker (Chair)	Cllr Mrs Hubbard
Cllr Ms Sanders (Vice-Chair)	Cllr Reed
Cllr Clarke	Cllr Trump
Cllr Mrs Davies	Cllr Wiles

Apologies

Cllr Mrs Slade

Substitute Present

Cllr Russell

Also Present

Cllr Mrs Fulcher

Officers Present

Kim Anderson	- Partnership, Leisure and Funding Manager
David Carter	- Senior EHO (Team Leader)
Claire Mayhew	- Governance and Member Support Officer

29. Apologies for Absence

Apologies were received by Cllr Mrs Slade, Cllr Russell was present as a substitute.

30. Minutes from the previous meeting

The minutes for the Community and Health Committee held on the 14th March 2016 were approved as a true record.

31. Community, Health & Leisure - Forward Plan

The Chair informed the committee of the proposed forward plan for the municipal year. This was noted by the members.

32. Verbal update from the Chair

The Chair updated the members of the Committee on the items that were present to the Community & Health Committee.

The members were informed of the Terms of Reference that are listed within their agenda, with the inclusion of Leisure and cultural initiatives.

22 June 2015

Service Plans for Food Safety & Health and Safety 2015-16

CCTV –new codes of practice and signs in public areas covered by CCTV in accordance with ICO recommendations. CCTV report to be taken in the September Committee, following a public/Member consultation.

Ward budget guidance – No ward budget allocation for this financial year.

Mental Health Challenge Action Plan – link to progress on the Health and Wellbeing Board Strategy/Action Plan.

14 September 2015

Community Fund grant allocation – The 2016 fund was launched 4 April and closes on 4 September 2016 - this will be coming to the 5 December 2016 Committee for members to agree the allocation of funding.

Revised T of R for Local Health and Wellbeing Board – (Brentwood and Basildon) .

Outdoor Gym report- Recommendations 1. That the Leisure and Play Strategy consider the full business case for the provision of an outdoor gym facility in the Borough. 2. That formal discussions commence with providers of such facilities to explore full costings and joint venture opportunities, which may include a new revenue stream to the Council. The Leisure Strategy will look at this.

14 December 2015

The Bull PH Blackmore – Asset of Community Value – review has been asked for and completed, and listing still stands. Landowner has a final right to appeal to the First Tier Tribunal. Blackmore Bull Community Group has indicated that they wish to submit a community bid for the Asset, which triggers a 6 month moratorium on the disposal of the asset.

Fees and Charges - Environment, Localism, Parks and Open Spaces due to come to the December Committee. These are put forward as part of the budget setting and agreed by PF & R.

Community Events Programme 2016/17 – subject to the budget setting process.

Leisure Strategy –recommendation - That Members agree to establish a working group to develop a work programme to deliver the Leisure Strategy over the next five years.

Report before Members tonight and a further report will be presented on completion of the value for money and options appraisal.

Green Gym – recommendation that Members agree to request that Officers explore the possibility of setting up a Green Gym in Brentwood and to report back to a future committee.

This update was noted by the members.

33. Leisure Strategy

In March 2015 the Council commissioned Ploszajski Lynch Consulting to assist in the development of a Leisure Strategy for the Borough. The initial draft was completed and became a “needs analysis” (Phase 1 of a complete leisure strategy) of leisure requirements and provided an evidence base of facilities in the Borough. A cross party Member Working Group was established in January 2016 to identify the key priorities and to develop a work programme to deliver the Leisure Strategy. A key priority identified by the working group was to establish income and expenditure on the Council’s current leisure facilities.

Now the Council is in possession of the needs analysis, It is proposed that the Council commission a full and thorough value for money review and options appraisal of the Council’s leisure facilities (Phase 2 of the leisure strategy) within the Borough which will include the Brentwood Centre, six community halls (which will include Bishops Hall, Hutton Poplars Hall, Hutton Poplars Lodge, Merrymeades, Nightingale Centre, Willowbrook Hall) and Hartswood Golf Course.

The value for money review and options appraisal will provide Members with a complete picture of the current provision. It will also provide them with an understanding of the various options available to them and associated risk

profiles for securing future leisure provision in the Borough. It will also help members identify the 'best fit' for Brentwood. This work will inform any formal tender process which may follow the review.

A motion was **MOVED** by Cllr Parker and **SECONDED** by Cllr Trump to approve the recommendations set out in the report, subject to an amendment to 2.1 by the Chair as set out below.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. To commission a Value for Money Review and Options Appraisal of the Council's Leisure facilities to include the Brentwood Centre, Community Halls (to include Bishops Hall, Hutton Poplars Hall, Hutton Poplars Lodge, Merrymeades, Nightingale Centre, Willowbrook Hall, Hartswood Golf Course, Football and Rugby Pitches.**
- 2. For Officers to request support from the LGA Productivity Expert Programme in respect of the Consultancy costs.**
- 3. Approve the release from the Transformation reserve of £30k, as allowed for in the 2016/2017 budget, to support the work of the Leisure Strategy and Value for Money Review and Options Appraisal.**
- 4. This budget be delegated to the Head of Paid Service in consultation with the Chair of Community, Health and Leisure Committee.**
- 5. That Officers report back to Members the outcomes of the Value for Money Review and Options Appraisal.**

REASONS FOR RECOMMENDATION

As part of the Council's due diligence in delivering a successful Leisure Strategy, Members and officers need to have a complete picture of the current associated costs and risk profiles of the borough's Leisure facilities.

Comments received from Sport England as part of the Local Development Plan consultation, stated that a Leisure Strategy is required that assesses Council owned sports and leisure facilities in order that the Council can continue to work with partners to ensure that appropriate provision is made for the residents of Brentwood. The strategy should not only consider how the Council can provide services, but also how other partners can. The strategy should also use current sports facility evidence to identify strategic priorities to then inform what will be included in the Council's Infrastructure Delivery Plan. Following this feasibility work, the Council will then be able to determine which

projects will be funded by the Community Infrastructure Levy (CIL) and those funded by planning obligations.

(Cllr Reed declared a non-pecuniary interest under the Council's Code of Conduct by virtue of an independent trustee of Brentwood Leisure Trust, Cllr Parker declared a non-pecuniary interest under the Council's Code of Conduct by virtue as the Council's outside organization representative for Brentwood Leisure Trust, Cllr Wiles declared a non-pecuniary interest under the Council's Code of Conduct by virtue as the Council's outside organization representative for Brentwood Rugby Club and Cllr Clarke declared a non-pecuniary interest under the Council's Code of Conduct by virtue as the Council's outside organization representative for Hartswood Golf Course).

34. Dog Microchipping

The report set out the powers introduced to require all dogs over 8 weeks to be implanted with a microchip and the powers available to the Council to deal with keepers of dogs that have not been microchipped.

A motion was **MOVED** by Cllr Wiles and **SECONDED** by Cllr Mrs Davies to approve the recommendation set out in the report.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** to:

- 1. Members agree to delegate authority to the Chief Executive and to the Environmental Health Manager and officers nominated by them to take appropriate action if dogs are found not to have been microchipped.**

REASONS FOR RECOMMENDATION

To ensure that dogs are microchipped in the Borough and can be identified in case they are lost or stolen.

35. Urgent business

There were no items of urgent business.

The meeting concluded at 8:06pm.

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5th September 2016

Community, Health and Leisure Committee

Community Safety Partnership Plan 2016-17

Report of: Tracey Lilley, Community Safety Manager

Wards Affected: All wards

This report is: Public

1. Executive Summary

- 1.1** The Community Safety Partnership (CSP) is made up of Responsible Authorities as outlined in the Crime & Disorder Act 1988 which includes the Council as a key partner.
- 1.2** Each year the partnership has a statutory duty to carry out a Strategic Intelligence Assessment which reviews existing priorities and identifies any new or emerging priorities that the partnership should focus on.
- 1.3** All partners agree the Strategic Priorities and sets out in their Partnership Plan (see Appendix A) how the partnership will work together over the next twelve months to tackle crime and disorder and achieve its priorities.

The CSPs Strategic Priorities for 2016/17 are:

- Protecting People from Harm
 - Domestic Abuse
 - Anti-Social Behaviour
 - Burglary
 - Community Engagement
- 1.4** A set of action plans have been developed which underpins delivery of the above priorities and sets out how the partnership will work together to stimulate activity across the Borough. This will focus on those activities that add value as a result of being delivered in partnership.

2. Recommendation

2.1 For Members to endorse and support the work of the CSP through the Partnership Plan.

3 Introduction and Background

3.1 Under The Crime & Disorder Act 1998, CSP's are required to work together in formulating and implementing strategies to tackle local crime and disorder in the area, and to have in place a Partnership Plan setting out their priorities on an annual basis.

3.2 As a Responsible Authority, the Council plays a pivotal role in the partnership. We provide management of the partnership including the CSP budget. Every opportunity is taken to ensure that consideration is given to the Council's corporate objectives.

3.3 Some achievements from the Partnership Plan 2016-17 are:

- 10 projects delivered to over 3,500 young people covering issues such as domestic abuse, sexual exploitation, extremism, bullying and knives.
- Installed over 80 door chains and additional security measures to elderly and vulnerable residents homes with 100% satisfaction.
- Delivered an abuse campaign to over 100,000 people raising awareness of domestic abuse, child abuse and elder abuse.
- Established a multi agency forum to discuss ASB and Hate Crime.
- Hand delivered 128 community safety information packs to local residents affected by anti-social behaviour.
- Sent over 100 ASB warning letters, issued a Community Protection Notice Warning and worked with Essex Police in tackling nuisance drivers.
- Delivered 2 Senior Safety Days and 14 roadshows to over 500 elderly and vulnerable residents.
- Supported NHW to continue to deliver regular sessions across the borough around crime prevention advice and awareness and, 15 home visits to elderly and vulnerable residents providing crime prevention and security advice.
- Delivered 18 engagement days/events to over 26,000 people on topics such as road safety, domestic abuse, loan sharks, Essex community messaging "Keep safe" and CSP priorities.

4 Issue, Options and Analysis of Options

- 4.1** The Partnership Plan takes forward the priorities identified by local residents and data from the strategic intelligence assessment and sets out what activities the partnership will undertake in order to achieve against its agreed priorities. This plan also has regard to the police and crime objectives set out in the Police and Crime Commissioners (PCC) Police and Crime Plan, and is shared with the PCC.
- 4.2** Should the Council be required to carry out a Domestic Homicide Review, an independent Chair has to be instructed to carry out a full review of the circumstances surrounding the domestic homicide. The CSP have set aside a ring fenced budget should this occur.
- 4.3** There is also an opportunity for the partnership to bid for additional funding to the Police and Crime Commissioner and other funding streams. This, for example, can support some early intervention work as and when required should issues emerge through the course of the year.

5 Reasons for Recommendation

- 5.1** The Council is one of the key partners within the CSP and it is vital that this is supported by Members to ensure that it remains effective in tackling local crime and disorder issues, and that affect our most vulnerable residents are supported.

6 References to Corporate Plan

- 6.1** The Partnership Plan sits under three strands of the Vision for Brentwood 2016-19:
- **Environment and Housing Management** - to enable communities to take a more active role in delivering a cleaner and safer environment.
 - **Community and Health** - to encourage thriving and engaged communities; to work with partners to reduce anti-social behaviour and ensure Brentwood is a safe place to live.
 - **Planning & Licensing** - to provide advice, support and enforcement to ensure Brentwood is a safe place to live.

7 Implications

Financial Implications

Name & Title: Ramesh Prashar, Financial Services Manager

Tel & Email: 01277 312513 / Ramesh.prashar@brentwood.gov.uk

7.1 The current level of support for the CSP has been allowed for in the Council's budget and expenditure will be contained within this budget.

8.0 Legal Implications

Name & Title: Saleem Chughtai, Governance Lawyer

Tel & Email: 07966 891 705 / saleem.chughtai@brentwood.gov.uk

8.1 The Council are statutory partners of the CSP as outlined in the Crime and Disorder Act 1998.

8.2 Delegated Member responsible for community safety sits on the CSP and is currently the Vice Chair.

9.0 Appendices to this report

Appendix A – Community Safety Partnership Plan 2016-17

Report Author Contact Details:

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**Safer Brentwood
Community Safety Partnership
Partnership Plan
2016/17**

Version Control:

First Draft Prepared	14th April 2016
Final draft prepared	27th May 2016
Final version agreed	29th July 2016

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Introduction

Safer Brentwood Community Safety Partnership is the local statutory Community Safety Partnership (CSP) for Brentwood. The purpose of the Partnership is to provide a strategic and co-operative approach to addressing local crime & disorder between agencies and the communities within the Borough. The partnership is made up of both Statutory and Community organisations as shown in the diagram below.



Key:

Statutory Partners



Community Partners

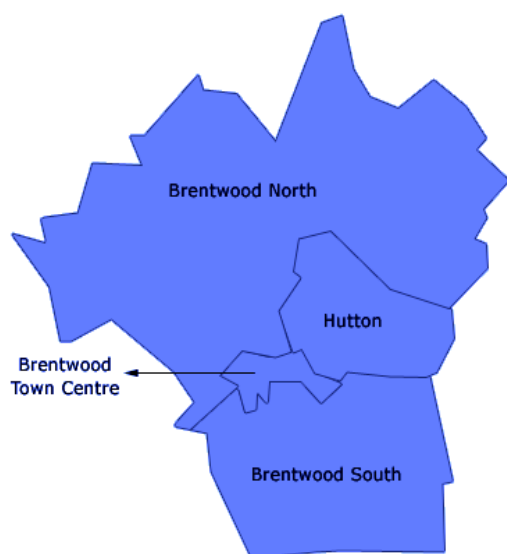


District Profile

Within Brentwood there are four police 'neighbourhoods':

- Brentwood Town Centre;
- Brentwood North;
- Brentwood South;
- Hutton and Shenfield.

Each of these are split into 15 Council wards.



NEIGHBOURHOOD	WARD NAME
Brentwood Town Centre	Brentwood South Brentwood West
Brentwood North	Brizes & Doddinghurst Tipps Cross South Weald Pilgrims Hatch Ingatestone, Fryerning & Mountnessing
Hutton	Hutton North Hutton South Hutton Central Shenfield Hutton East
Brentwood South	Brentwood North Herongate, Ingrave & West Horndon Warley

Brentwood Borough forms part of Essex Police Western Local Policing Area (LPA), which also includes the districts of Epping Forest, Harlow and Thurrock. The Borough accounts for 22% of the area and 17% of the population of the LPA. According to the 2012 Essex JSNA Brentwood has a population of 74,900 people (representing just over 5% of the total population of Essex), making it the 2nd least populated of the 15 Essex Boroughs. Population is expected to increase to 88,400 by 2035. The Borough covers an area of around 59 square miles, making it the joint 9th largest Borough in Essex. Based on 2002 figures, Brentwood is the 7th most densely populated Essex Borough, with 448 people per square km.

Within the borough there are a number of towns and villages, the largest of which are Shenfield and Ingatestone. The population comprises 93.4% White, 2.9% Asian (predominantly of Mauritian descent), 1.4% Black and 1.3% Mixed Race.

A large proportion of residents commute into London because of Brentwood's close proximity to the city and good transport links. There are railway stations located at Brentwood, Ingatestone, West Horndon and Shenfield, which is a key station in the region and will be the end station for Crossrail which is nearing completion.

Brentwood contains large sections of some of the county's busiest roads, including parts of the M25, A12 and A127. The excellent transport links make the borough easily accessible for travelling criminals.

The borough is generally affluent and includes a variety of retail services, commensurate with the size of the population. Brentwood town centre has the highest concentration of retail premises with approximately 40 stores.

There is an active night-time economy with a variety of pubs and clubs in and around the town centre.

Thorndon Country Park and Weald Country Park are located within the borough and both parks consist of extensive areas of woodland. Weald Country Park covers around 500 acres and is the largest of Essex County Council's parks.

Background

Under the Crime & Disorder Act 1998 CSP's are required to work together in formulating and implementing strategies to tackle local crime and disorder and reduce reoffending in the area and to have in place a partnership plan setting out their priorities.

To ensure that the partnership is proactive and well informed we carry out an annual Strategic Intelligence Assessment in order to review existing priorities and identify any new or emerging priorities that the partnership should focus on.

The Partnership Plan takes forward the priorities identified by local residents and data from the strategic intelligence assessment and sets out how the partnership will work together over the next twelve months to tackle crime and disorder and achieve its priorities. This plan also has regard to the police and crime objectives set out in the Police and Crime Commissioners (PCC) Police and Crime Plan, and will be shared with the PCC.

safer  brentwood is comprised of the following Statutory Partners



Essex
Community Rehabilitation Company



Essex County Council



NHS
Basildon & Brentwood
Clinical Commissioning Group



Police & Crime Plan Priorities*

Ensuring local solutions meet local problems

Reducing Domestic abuse

Supporting Victims of Crime

Reducing youth offending and re-offending in general

Tackling the consequences of alcohol and drugs abuse, and mental health issues

Improving road safety

Improving crime prevention

Increasing efficiency in policing through collaborative working and innovation

*The above priorities are reflected in the Partnerships Focus for 16-17

Partnership Focus for 2016-17:**Protecting People from Harm****Focusing on:**

- Domestic Abuse
- Serious Violence
- Sexual Violence
- Hidden Harm (Modern Slavery, Child Sexual Exploitation & Trafficking)
- Reducing Re-offending

Why?

- All key local and national priorities
- All under reported
- Increase in number of incidents
- To support and develop the Integrated Offender Management Scheme to focus activity on those individuals responsible for causing most harm in the community

Anti-Social Behaviour**Focusing on:**

- Public confidence
- Nuisance youths/Gang prevention
- Environmental Crime
- Reducing the impact of ASB on local business

Why?

- Key issue for residents in terms of public confidence and fear of crime
- Increase in reports to the Council and Police
- Environmental Crime (Fly tipping, graffiti, local amenities)
- To support local businesses affected by ASB & criminal activity

Burglary

Focusing on:

- Crime prevention for residents and local businesses
- Operation Insight
- Vulnerable & Elderly Security Project
- Targeting prolific offenders who cause the most harm
- Cross border offending

Why?

- Concern for residents and local businesses
- Transport links to the Borough
- Reducing risks for local residents
- Increasing crime detection opportunities and reduce reoffending

Community Engagement

Focusing on:

- Promoting the work of the CSP
- Consulting with residents, local businesses and community groups
- Use of media and social networking

Why?

- To communicate with residents, local businesses and community groups on issues that affect them
- To empower residents and businesses to have their say in community safety issues affecting them
- Education

The Partnership Objective:

To work together in partnership with the community to ensure that Brentwood remains a safer place for all, by reducing:

- Crime
- Reoffending
- Anti-Social Behaviour
- Risk of harm

Strategic Priority Achievements/Highlights 15/16

Protecting People from Harm

- Delivered 10 projects to over 3500 young people covering issues such as domestic abuse, gangs, grooming, sexual exploitation, extremism, bullying, and knives
- Installed 80 door chains and additional security measures to elderly and vulnerable residents with 90% satisfaction survey return rate and 100% satisfaction
- Delivered an abuse campaign to over 106,400 people to raise awareness of domestic abuse, child abuse and elder abuse
- increased Keep Safe locations to include 8 businesses in Shenfield (a total of 22 business across the borough)
- Visited over 10 high risk victims of domestic abuse and completed a full home safety assessment providing additional security measures when required
- Brentwood have referred 6 cases of ASB and 4 cases of crime to Restorative Justice

Anti-Social Behaviour (ASB)

- Established a multi agency forum to discuss cases of ASB and hate crime
- Hand delivered 128 community safety information packs to local residents affected by anti-social behaviour
- Delivered a night of action with partners to tackle ASB in a hotspot area
- Sent almost 100 ASB warning letters to parents
- Issued a Community Protection Notice Formal Warning as a result of ASB by a young person on a Moped
- Delivered a targeted project with at risk young people
- Issued a number of Section 59 Notices and ceased several vehicles due to anti-social driving

Burglary

- Delivered 2 Senior Safety Days and 14 Roadshows to over 500 elderly and vulnerable residents
- Continued support of Neighbourhood Watch including regular sessions across the borough around crime prevention advice and awareness. Also supporting NHW and community Agents to deliver a project to vulnerable and elderly residents in hospital or respite care and continued promotion of Essex Community Messaging (ECM)
- Funded an Automatic Number Plate Recognition Camera at Brook Street roundabout
- Over 15 visits to elderly and vulnerable visits to provide crime prevention and security advice

Community Engagement

- Delivered 18 engagement days/events to 26000 people on topics such as road safety, domestic abuse, Loan Sharks, Essex Community Messaging, Keep Safe and CSP priorities
- Increased Twitter followers to 177. Regular tweets sent out daily
- CSP newsletter produced bi monthly and is sent to all Members, Parish Councils, select officers and over 50 public and partners. It is also uploaded to both Council and CSP websites

Priority

Protecting People from Harm

Strategic Lead

Sam Brenkley, Probation Service

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To safeguard victims of Domestic Abuse (DA) from repeat incidents, by identifying high risk victims and assessing their need for added security devices	Crime Prevention Tactical Advisor (CPTA) will visit all high risk victims of DA and carry out a full home safety inspection providing additional security when required. Additional security measures will also be made available to all those who work with victims in Brentwood (i.e. IDVA's, WSW's, Police, Family Mosaic – this is not an exhaustive list). This will enable an increased number of victims to be safeguarded from incidents of DA	Ross Brazier, CPTA Essex Police	Existing resources	<ul style="list-style-type: none"> Reducing Domestic Abuse Supporting victims of crime 	Immediate and ongoing
To raise awareness of domestic abuse, child abuse, and elder abuse across the borough and to encourage reporting	<ul style="list-style-type: none"> To run the Argos till roll campaign from June 16 - Jan 17 to raise awareness of domestic abuse, child abuse and elder abuse To deliver various activities throughout Domestic Abuse Week focusing on raising awareness of Domestic Abuse To run a publicity campaign at each BBC Family Fun Day through the Summer focusing on domestic abuse, child abuse and elder abuse 	Daniel Cannon, BBC	£1000 PCC £450 CSP	<ul style="list-style-type: none"> Reducing Domestic Abuse Ensuring local solutions meet local problems Supporting victims of crime Increasing efficiency through collaborative working and innovation 	Nov 2016
Domestic Homicide Review (statutory obligation)	To ensure appropriate funding is allocated to carry out a review should the borough experience a domestic homicide	Tracey Lilley, BBC	£5000 CSP (reserve budget)	<ul style="list-style-type: none"> Reducing Domestic Abuse 	N/A
To protect the most vulnerable and elderly residents from becoming victims of crime including scams, internet, fire safety and more....	To enhance and continue delivery of the following successful projects: <ul style="list-style-type: none"> Elderly Door Chain Project – to now include additional security for those in most need Senior Safety Roadshow (SSR)– to expand and grow the number of roadshows across the Borough. To continue to expand Keep Safe to include Ingatestone 	Daniel Cannon, BBC	£1000 PCC £500 BBC £3000 BBC (Keep Safe Budget)	<ul style="list-style-type: none"> Ensuring local solutions meet local problems Reducing Domestic Abuse Supporting victims of crime Improving crime prevention Increasing efficiency through collaborative working and innovation 	Immediate & ongoing

To protect young people from Harm and raise awareness of issues affecting young people	Delivery of key projects within local secondary schools in relation to: <ul style="list-style-type: none"> • Prevent, Grooming, Sexual Exploitation, Healthy relationships, drugs & alcohol and gangs • Promote use of Crimestoppers Fearless programme within schools to support the above 	Daniel Cannon, BBC Colin Dobinson, Crimestoppers	£6000 PCC £3000 BBC	<ul style="list-style-type: none"> • Ensuring local solutions meet local problems • Reducing Domestic Abuse • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate and ongoing
Integrated Offender Management (IOM)	To ensure that the offenders whose crimes cause most damage and harm locally are managed in a co-ordinated way. A joint initiative between Essex Police and Essex Community Rehabilitation Company. Restorative Justice can also be used in conjunction with IOM, particularly focusing on burglary.	Sgt Karen Brimson, Essex Police	Existing resources	<ul style="list-style-type: none"> • Reducing youth offending and re-offending in general 	Immediate and ongoing
To support victims of Hate Crime	<ul style="list-style-type: none"> • To support and promote the local Hate Crime Reporting Centre (HIRC) • To raise awareness of Hate Crime and support victims in signposting to relevant services 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meet local problems • Supporting victims of crime 	Immediate and ongoing
Hidden Harm Conference for partners, frontline practitioners, local businesses and the taxi trade	To hold an event to raise awareness of issues relating to CSE, Trafficking, and Modern Slavery <ul style="list-style-type: none"> • To produce an easy to read support, advice, signposting (SAS) guide for delegates and utilising I didn't Know campaign material where possible • To ensure partners, local businesses (hotels, licensed premises) and the taxi trade are aware of CSE, trafficking and modern slavery and are able to identify potential issues and know the process to follow to ensure the appropriate agency is made aware • To ensure information is provided through existing media sources including CSP newsletter, website, events etc 	Daniel Cannon, BBC	£2000 PCC	<ul style="list-style-type: none"> • Supporting victims of crime • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Sept 2016

To provide advice and support to victims or crime	<ul style="list-style-type: none"> To work with NHW & Victim Support to produce a victims pack which will be distributed through Victim Support 	Peter Salmon, Brentwood NHW Co-ordinator	£1000 PCC	<ul style="list-style-type: none"> Ensuring local solutions meet local problems Supporting victims of crime Improving road safety Improving crime prevention Increasing efficiency through collaborative working and innovation 	June 2016
To Launch J9 Domestic Abuse Initiative across the borough in partnership with Safer Places	<ul style="list-style-type: none"> To ensure staff in public and voluntary sector organisations are trained to increase knowledge and understanding of domestic abuse To provide support and information to victims 	Tracey Lilley, BBC Safer Places	TBC	<ul style="list-style-type: none"> Reducing Domestic Abuse Ensuring local solutions meet local problems Supporting victims of crime Improving crime prevention Increasing efficiency through collaborative working and innovation 	
To launch Cut it Out in the borough	<ul style="list-style-type: none"> To identify appropriate locations across the borough who wish to take part in the project To provide appropriate training for staff 	Tracey Lilley, BBC Safer Places	TBC	<ul style="list-style-type: none"> Reducing Domestic Abuse Ensuring local solutions meet local problems Supporting victims of crime Improving crime prevention Increasing efficiency through collaborative working and innovation 	

Priority

Anti-Social Behaviour

Strategic Lead

Tracey Lilley, BBC

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To protect young victims of crime and reduce the risk of offending by young people	<p>To support the delivery of the following projects:</p> <ul style="list-style-type: none"> • Firebreak – 2 week long courses which primarily targets young people between the ages of 13 - 17 years who are at risk of offending or involved in anti-social behaviour. • Life Choices - Intensive targeted project for young people at risk looking at life choices and employment opportunities • Restorative Justice – to continue to refer cases in order to reduce reoffending and victims vulnerability 	Daniel Cannon, BBC	£3500 PCC £5000 ECFRS (TBC)	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving road safety • Improving crime prevention 	TBC
Joint working to proactively tackle ASB in the Borough	<ul style="list-style-type: none"> • To continue to work with partners through the Local Action Group (LAG) considering cases of Hate Crime and ASB, targeting those responsible • Managing hotspot areas through robust partnership working and using all available legislation to achieve a positive outcome • To introduce a matrix of serious nuisance youths to provide and share intelligence to ensure targeted support and enforcement • To work with the West LPA Op Raptor team around emergence of gangs or those vulnerable to gang association • To work with Restorative Justice & Community Justice Panels which includes local residents, Essex Police, housing etc as well as the victim and perpetrator 	Tracey Lilley, BBC	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Reducing Domestic Abuse • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing

To target those responsible for Environmental Crime	<ul style="list-style-type: none"> • To proactively tackle Fly tipping across the borough including using all tools available from warning letters, CPN's, FPN's and Court action • Joint unlicensed waste carrier patrols between Essex Police & Council in conjunction with other planned activity • To use community payback offenders to work on projects as a way of repaying back to the community • To deploy CCTV cameras to hotspot areas • To increase liaison with Parish Councils and local groups and identify measures to reduce the incidence of flytipping in hotspot areas • Increase publicity to keep communities informed and deter potential perpetrators • To consider referrals to Restorative Justice when appropriate 	David Carter, BBC	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
To support the communities and young people in providing alternative diversionary activities	<ul style="list-style-type: none"> • To support the use of existing Essex County Council (ECC) youth premises and mobile venues in providing young people with opportunities to access support and guidance • To encourage young people to take part in diversionary activities available across the borough • ECC Youth Service to provide appropriate training to community and voluntary groups to enable them to engage with young people in the community 	Pippa Meades, ECC Youth Service	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
Reducing opportunities for urban street gang activity	<ul style="list-style-type: none"> • To seek additional funding from the PCC • To provide information and guidance for parents • To tackle hot spot areas and key individuals identified by the LAG and Essex Police West LPA Op Raptor Team • To work collaboratively with partners to ensure appropriate information is shared and effective early intervention is provided to vulnerable young people and their families • To provide training to staff and partners to identify vulnerable young people and hot spot areas including potential cuckooing of those most vulnerable in our communities • To continue to work with schools and provide a bespoke project within local secondary schools 	Tracey Lilley, BBC	TBC	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Reducing Domestic Abuse • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	

Priority Burglary

Strategic Lead Denise Morrissey, Essex Police

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To continue to promote and support increased focus on Neighbourhood Watch (NHW)	<p>Neighbourhood Watch (NHW) - To support the work of NHW in the borough in promoting crime awareness and vigilance across Brentwood.</p> <ul style="list-style-type: none"> To hold regular Advice Sessions in all 3 Libraries plus Brentwood Community Hospital and other locations. To continue to promote the new Police Community Messaging System Expand distribution of Monthly Crime Prevention Notices Support Essex Police Operation Insight in order to reduce burglaries within the borough To continue to deliver a joint project with Essex Community Agents for vulnerable people in respite care/hospital 	Peter Salmon, Brentwood NHW Co-ordinator	£1000 PCC £500 BBC	<ul style="list-style-type: none"> Ensuring local solutions meets local problems Supporting victims of crime Improving crime prevention Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
Targeting prolific burglary offenders	<ul style="list-style-type: none"> Using intelligence led policing to target those committing offences in the borough, including cross border offenders Enforcement of curfews and Court Orders 	Denise Morrissey, Chief Inspector, Essex Police	Existing resources	<ul style="list-style-type: none"> Reducing youth offending and re-offending in general 	Immediate & ongoing
Reduce dwelling burglary's	<ul style="list-style-type: none"> Continue with Operation Insight Identifying vulnerable areas through intelligence led policing Strategic deployment of all available resources, including all community safety partners and the wider community 'Super Cocooning' target hardening at premises which have been identified as vulnerable 	Denise Morrissey, Chief Inspector, Essex Police	Existing resources	<ul style="list-style-type: none"> Ensuring local solutions meets local problems Supporting victims of crime Improving crime prevention Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
Supporting the most vulnerable victims of burglary	<ul style="list-style-type: none"> CPTA to carry out visits to repeat or vulnerable victims and to provide crime prevention advice/support to assist in target hardening. A satisfaction survey to be sent following each visit to assess the effectiveness of the service To ensure appropriate cases are referred to Restorative Justice to assist with reducing the fear of crime 	Ross Brazier, CPTA Essex Police	Existing resources	<ul style="list-style-type: none"> Supporting victims of crime Improving crime prevention 	Immediate & ongoing

Priority
Community Engagement

Strategic Lead
Lee Markwick, ECFRS

Strategic Objective	Action	Lead Officer	Budget Allocation	Police & Crime Plan Priority	Timescale
To deliver at least six themed community engagement events	<ul style="list-style-type: none"> • Crime Prevention and Engagement Days across the Borough covering property marking, Keep Safe, Drink Driving, DA, personal safety and speeding 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Reducing domestic abuse • Supporting victims of crime • Reducing youth offending and re-offending in general • Tackling the consequences of alcohol and drug abuse, and mental health issues • Improving road safety • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
To improve and enhance our communication channels including website and social media	<ul style="list-style-type: none"> • Improvements to safebrentwood.com • Continue to promote saferbrentwood Twitter account • Extend distribution of CSP Newsletter to include local businesses, residents and community groups 	Daniel Cannon, BBC	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Supporting victims of crime • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing
Continue to work with communities on Road Safety issues	<ul style="list-style-type: none"> • Essex County Fire & Rescue Service (ECFRS) to provide education and awareness around road safety issues to young people • To make the best use of partners social media to promote messages and raise awareness 	Lee Markwick, ECFRS	Existing resources	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Improving road safety • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	Immediate & ongoing

<p>To engage with all residents including young people and local businesses</p>	<ul style="list-style-type: none"> • To support ECC Youth Service in consulting with young people on issues affecting them and their community safety concerns • To refresh the CSP Community Safety Questionnaire • To actively seek to engage with local businesses through existing partnerships and new methods • To provide advice and support to local businesses on key issues affecting them such as Cyber Crime, organised retail crime and retail crime and fraud 	<p>Daniel Cannon, BBC Alan Jefcoate, FSB</p>	<p>£500 PCC</p>	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Supporting victims of crime • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	<p>Immediate & ongoing</p>
<p>Encourage partners and local community support organisations to become Ambassadors for Crimestoppers</p>	<ul style="list-style-type: none"> • Raise awareness of Crimestoppers anonymous reporting services • Increase crime/criminal intelligence to police (any crime) • Promote Crimestoppers 'Ambassadors' programme to partners to help target individuals/community groups/hotspot areas most likely to be in possession of crime/criminal intelligence 	<p>Daniel Cannon, BBC Colin Dobinson Essex Crimestoppers</p>	<p>Existing resources</p>	<ul style="list-style-type: none"> • Ensuring local solutions meets local problems • Supporting victims of crime • Improving crime prevention • Increasing efficiency through collaborative working and innovation 	<p>Immediate and ongoing</p>

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5th September 2016

Community, Health and Leisure Committee

Open Space Protection Measures

Report of: *David Carter*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The Council owns and maintains large areas of public open spaces, ranging from common land to parks and recreation fields within the Borough.
- 1.2 A Motion was made to full Council recommending additional protection for land to reduce the risk of unauthorised incursions, which have increased in recent years and have resulted in cost to remove vehicles and persons from land, and to clear up sites following an incursion.
- 1.3 Members approved expenditure on the work to a number of sites identified including King George's Playing Fields, Hutton Recreation Fields and the Brentwood Centre.
- 1.4 This report seeks to update Members on works completed to date and to request approval for further work identified as a result of damage caused to existing protection measures and on additional sites that have been used for unlawful incursions this year.

2. Recommendations

- 2.1 Members agree to the programme of proposed works identified in the report to be carried out.**

3. Introduction and Background

- 3.1 Brentwood Borough Council has had an increase in unauthorised incursions onto public open space in the Borough in 2015 and 2016, much of which is managed by the Council.
- 3.2 Following a motion approved by Ordinary Council in September 2015, a report was made to Policy, Finance and Resources Committee on 18th September 2015 recommending expenditure up to £150,000 on works to protect key sites from further unauthorised incursions where possible.
- 3.3 The key sites that were initially identified were the Brentwood Centre, King George's Playing Fields, Hutton Recreation Ground, Larkins Playing Field and Warley Playing Fields.
- 3.4 The following works have so far been undertaken:

Brentwood Centre, Doddinghurst Road

- New height restrictor to main entrance
- Openable barrier for Brentwood Community Transport vehicles, deliveries and similar vehicles
- One-way plates on exit route
- Height restrictor and gates to rear access to Brentwood Centre
- Height restrictor and gates to Doddinghurst Road field entrance
- Improved padlocks to all gates
- CCTV to main entrance access

Hutton Recreation Ground, Wash Road

- Height restrictor from car park
- Additional fencing around car park

King George's Playing Fields, Seven Arches Road

- New fencing installed along access road from Ingrave Road car park to main pavilion car park
- Fencing to prevent access to rugby pitches and open area from Ingrave Road entrance

The cost of the above works equates to £137,000.

- 3.5 Following recent incursions this year, further work has now been proposed to improve protection at the locations below:

Alexander Lane

- Height restrictor to field entrance

Seymour Field, Ingatestone

- Height restrictor gate, new shroud to lock of existing gate and reinstatement of 3 concrete bollards plus one additional bollard

Bishops Hall Park

- Upgrading of fencing being carried out by Housing
- Height barrier gate and additional railings

Brentwood Centre

- Additional height restrictor to rugby field and new gate with lock shroud.
- Removal of entrance to rugby field from Doddinghurst Road
- Reduction of bridge to rugby field to allow pedestrian access only
- Replacement gate to Doddinghurst Road access to main field

Hutton Poplars, Bannister Drive

- Height restrictor barrier in front of existing gate and new gate with lock shroud to field entrances

Larkins Playing Field

- Height restrictor to field access

Little Warley Common

- Replacement of height restrictor to entrance

All gates to be fitted with padlock shields/shrouds and padlocks with FB1 fire brigade key access to be replaced with security combination locks.

The cost of the above works equates to £27,500.

4. Issue, Options and Analysis of Options

- 4.1 In order to ensure that the Borough's public open spaces remain accessible for local residents and to reduce costs to the Council in dealing with unauthorised incursions and cleanup of sites the additional works proposed are recommended to be implemented.

5. Reasons for Recommendation

- 5.1 To continue to maintain and protect open spaces in the Borough.

6. Consultation

- 6.1 Consultation with Brentwood Leisure Trust has been undertaken to discuss proposals to improve site security and to ensure that protection measures are properly used.

7. References to Corporate Plan

- 7.1 Community and Health – Support our most vulnerable residents to feel safe
Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live

8. Implications

Financial Implications

Name & Title: Ramesh Prashar, Financial Services Manager
Tel & Email 01277 312513 / ramesh.prashar@brentwood.gov.uk

- 8.1 A capital budget of £150k was approved for the additional protection for land to reduce the risk of unauthorised incursions. £137k has been spent on the works as outlined in paragraph 3.4 and the works in paragraph 3.5 have cost £27.5. This implies that the budget will be overspent by £14.5k.

Legal Implications

Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891 705 / Saleem.chughtai@brentwood.gov.uk

- 8.2 Council's have a number of different statutory powers in relation to parks and open spaces, including the Public Health Act 1875, the Local Government (Miscellaneous Provisions) Act 1976 and Open Spaces Act 1906.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 Asset management
The improved security as a result of these measures should help to reduce the impact and likelihood of unauthorised incursions onto our land.

- 9. Background Papers** (include their location and identify whether any are exempt or protected by copyright)

None

Report Author Contact Details:

Name: David Carter Environmental Health Manager

Telephone: 01277 312509

E-mail: david.carter@brentwood.gov.uk

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5th September 2016

Community, Health and Leisure Committee

Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016

Report of: *Lucy Gill - Culture, Community and Youth Development Officer*

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

- 1.1. In 2010, Brentwood Borough Council adopted a Volunteer Engagement Policy and Procedures and an Employee Volunteering Policy in 2011. These two policies have been reviewed and updated, and inform the delivery of the Volunteering Strategy 2016-2019 which has already been agreed by Members of the Community and Health Committee on 14 March 2016 (min. ref 408).
- 1.2. These policies further embed the Council's commitment to supporting volunteers and their integral role in our communities in promoting and contributing to community cohesion.
- 1.3. The policies ensure that the Council is working to safeguard volunteers and staff, and allows us to deliver quality volunteering opportunities.

2. Recommendation

That Members agree to:

- 2.1 **Adopt the Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016.**

3. Introduction and Background

- 3.1 In 2010, Brentwood Borough Council adopted a Volunteer Engagement Policy and Procedures, and an Employee Volunteering Policy in 2011.
- 3.2 These policies and procedures have been reviewed and updated as part of a review of the Council's HR policies.

3.3 The policies sit under the Volunteering Strategy 2016-2019, which has already been agreed by Members of the Community and Health Committee on 14 March 2016 (min. ref 408) to ensure that Brentwood Borough Council:

1. Supports the positive promotion of volunteering across the Borough by raising the profile of volunteers and volunteer-involving organisations.

2. Demonstrates best practice by supporting staff to undertake volunteering.

3. Ensures that volunteers are an integral part of the Council's service delivery.

3.4 The above three aims formed the basis of the Volunteering Strategy's complimentary action plan, and it was agreed that the following documents/ schemes would be adopted in correlation:

- The Brentwood Compact – adopted in March 2016
- Employee Volunteering Policy and Procedures
- Volunteer Engagement and Recruitment Policy and Procedures

4. Issue, Options and Analysis of Options

4.1 In order to achieve the aims and objectives of the Strategy, it was prudent to review and update our policies for employee and volunteer engagement schemes.

5. Reasons for Recommendation

5.1 Adoption of the policies strengthens our commitment to the Council's vision for volunteering, which ensures that we prioritise engagement with volunteers in service delivery to involve the community in influencing decision-making.

5.2 The policies also encourage our own staff to undertake leave to carry out their own volunteering to enhance their wellbeing and demonstrate our commitment to supporting our communities.

5.3 The policies ensure that we demonstrate the importance of good practice and management of volunteers.

6. References to Corporate Plan

- 6.1 This sits under the Community and Health strand to encourage thriving and engaged communities.

7. Implications

Financial Implications

Name & Title: Ramesh Prashar, Financial Services Manager

Tel & Email 01277 312513 / ramesh.prashar@brentwood.gov.uk

- 7.1 The renewal of the Employee Volunteering Policy proposes the enabling of staff to allocate up to 2 days to undertake volunteering. This is in line with Essex County Council's Employee Volunteering Scheme. There are resource implications for service managers to consider, such as staff cover for the 2 days paid leave.

- 7.2 The renewal of the Volunteer Engagement Policy and Recruitment Procedures, will entitle Volunteers to expenses. This will need to be met through existing budgets from the departments recruiting the volunteers.

Legal Implications

Name & Title: Saleem Chughtai, Governance Lawyer

Tel & Email: 07966 891 705 / saleem.chughtai@brentwood.gov.uk

- 7.3 The Employee Volunteering Policy and the Volunteer Engagement Policy and Procedures are aligned with the Council's HR Policies and Procedures.

- 7.4 We have a duty to safeguard any volunteers and the reputation of the Council through correct recruitment, management and supervision.

8.0 Background documents

- 8.1 Brentwood Compact

9.0 Appendices to this report

- 9.1 Appendix A – Volunteer Engagement Policy and Procedures 2016
Appendix B – Employee Volunteering Policy 2016

Report Author Contact Details:

Name: Lucy Gill

Telephone: 01277 312645

E-mail: lucy.gill@brentwood.gov.uk



Volunteer Engagement Policy and Recruitment Procedures 2016

Engaging volunteers in council service delivery

Brentwood Borough Council recognises that there can be occasions whereby a volunteer's help can make an appropriate and significant contribution to the service delivery of the Council.

This policy outlines Brentwood Borough Council's principles, practices and procedures that will be followed in the recruitment, management and control of volunteers. It aims to:

- Provide a framework for all Brentwood Borough Council staff when considering involving volunteers in their work.
- Provide a foundation on which our involvement of volunteers will be based.
- Give a cohesive and consistent approach to ensure that volunteers are fully supported during their volunteering role.
- Help ensure fairness and consistency when involving a diverse group of people; being able to refer to a written policy ensures that decisions are not made on an ad-hoc basis.

Why Appoint Volunteers?

There are many benefits to the Council in involving volunteers:

- Volunteers can bring a different perspective to our work; often one that reflects the diverse views of the local community.
- Volunteers can help to extend services the Council currently offers.
- Volunteering empowers our citizens to actively influence decision making and service provision.
- By providing opportunities for skills development within our local community.
- Volunteering can be a valuable pathway to employment or training opportunities.
- Volunteering can provide opportunities to meet like-minded people.
- Volunteering can provide an opportunity to be involved with something interesting, absorbing and rewarding.
- Volunteering can improve general health and wellbeing.

Our Volunteering Principles

When appointing volunteers, Brentwood Borough Council will adhere to the following principles:

(a) volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted;

(b) volunteers will not be used to do the work of paid staff during an industrial dispute;



Volunteer Application Form

Personal Details:

Name	
Address	
Date of birth	
Home phone number	
Mobile phone number	
Email	
<p>Are you a citizen of the European Economic Area? Yes / No*</p> <p>* If no, please provide an original, valid work permit</p>	
<p>Health</p> <p>Do you consider yourself to have a health issue, or disability as defined under the Disability Discrimination Act 1995, which is relevant to the placement? Yes* / No</p> <p>(Please note that some health issues or disabilities may affect your suitability for certain Volunteering placements)</p> <p>*If yes, please give details including any medication you are currently prescribed:</p>	
<p>Education and Employment</p> <p>Are you currently:</p> <p>Employed / Unemployed / Retired / Part time student / Full Time Student</p> <p>Please list any qualifications, training or skills you may have, or are working towards, that you feel may be relevant to the placement. For example, a degree course, photography skills, IT training, art and crafts skills.</p>	

About You

Please tell us why you would like to start volunteering with Brentwood Borough Council, and how a volunteering opportunity will benefit you:

Criminal Convictions

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act? *YES / NO

*If yes, please provide details below:

References

Please provide us with the contact details of 2 suitable referees who we may contact. This could be a current /recent employer, a tutor/ teacher from a recognised academic institution, a member of a professional body or someone who knows you well (but cannot be a member of your family).

Referee 1

Name	
Address	
Phone Numbers	
Email	

Relationship to you	
Referee 2	
Name	
Address	
Phone Numbers	
Email	
Relationship to you	

Please note that some volunteering opportunities will require you to undergo an Enhanced DBS Check

Brentwood Borough Council may not be able to match you with your desired Volunteering Role. In such instances, we may be able to offer you alternative volunteering opportunities or signpost you to partner organisations. Please indicate your interests below (tick all that are relevant):

- Work with older people
- Work with people with learning disabilities
- Work with children and young people
- Working to preserve the local environment
- Helping out at community events
- Administrative support
- Other (please specify).....

Declaration

I certify that the information given within this application form is correct, and that I have not omitted or misrepresented any details. I also give my consent for the processing and disclosure of data contained or referred to on this form, in accordance with the Data Protection Act 1998:

Signed.....

Date.....

What opportunities can the Council offer volunteers?

There is a wide range of volunteering opportunities the Council can offer, such as:

- Befriending or mentoring citizens in need, such as in sheltered housing schemes.
- Helping providing services, such as litter picks or graffiti removal.
- Stewarding at community events.
- Assisting with delivery of community projects.
- Staffing holiday scheme activities.
- Administration support, such as distribution and design of marketing materials and mail outs.
- Community website / newsletter content management.
- Leading consultation initiatives and focus groups.
- Street Pastors to reduce anti-social behaviour and ensure safety of young people.
- Countryside Management – maintaining our green and open spaces.

The Council will endeavour to signpost volunteers to relevant external partners, such as the Brentwood Council for Voluntary Service if appropriate opportunities are not currently available with Brentwood Borough Council.

Recruitment Procedures

Step 1

Should a staff member wish to appoint a volunteer, a completed Volunteer Role Description Form (Appendix 2) must be approved by the Head of Service, before submitting to Community Services volunteer@brentwood.gov.uk and copied to Human Resources brentwoodbc@midlandhr.co.uk outlining:

- Tasks,
- Responsibilities,
- Reporting lines,
- Terms and conditions, including duration, hours, expenses, insurance, etc, relating to the appointment.
- Role specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunities awareness necessary to carry out the role effectively.

Step 2

The proposed volunteering opportunity will be advertised via external partners and through the Volunteer Centre. Interested parties will be required to complete a Volunteer Application Form (Appendix 1)

Step 3

The prospective volunteer will be invited to an informal meeting with the intended Supervisor and appropriate Human Resources representative if necessary. Using the Volunteer Role Description Form, an informal discussion will take place regarding the requirements of the role with a view to

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assessing suitability.

Following this meeting, the Council representative/s will decide upon the individual's suitability and will inform the prospective volunteer within 1 week.

Step 4

Prior to commencement of the volunteering role, the Supervisor must ensure the following documents are completed by the volunteer and returned to Human Resources brentwoodbc@midlandhr.co.uk and copied to volunteer@brentwood.gov.uk:

- Volunteer Personal Details Form (Appendix 3).
- Volunteer Agreement Form (containing confidentiality clause) (Appendix 4).
- If necessary, a completed DBS application form with relevant identification (see below).
- If necessary, a 'Personal Commitment Statement' relating to IT access (To be returned to IT).
- Copies of driving license if appropriate (see below).
- A suitable reference, excluding relations, to attest to their character and suitability for the position.

Step 5

Prior to commencement of the volunteering role, each successful volunteer shall be allocated to a particular employee who will supervise and support the individual throughout their volunteering placement. The supervisor's responsibilities will include ensuring the volunteer receives the following:

- A Volunteer's Induction and Recruitment Checklist (see Appendix 5 Volunteer's Induction and Recruitment Checklist).
- A Volunteer's Handbook (see Appendix 6).
- Volunteer Role Description (Appendix 2).
- Regular supervision and support sessions.
- Positive feedback on the volunteer's contribution.
- Adequate office accommodation if appropriate and all equipment necessary for them to perform their tasks effectively.
- A risk assessment appropriate to their role.
- An Evaluation Form at the end of their placement (Appendix 8).

Safeguarding

All supervisors must ensure that volunteers are aware of, and have access to the Council's Safeguarding Policy. DBS checks will be carried out on any volunteer who, in the course of their appointment, will have substantial, unsupervised access to children and young people under the age of 16 and vulnerable adults on a regular basis.

A vulnerable adult refers to any person aged 18 years or over who is or may be in need of

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community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation which may be occasioned by actions or inactions of other people. ("Who Decides" Lord Chancellor's Department 1997)

If you are unsure whether your volunteer needs a DBS check, speak to HR.

Health and Safety

The volunteer will have access and adhere to the Council's Health and Safety Policy and Procedures, including accident report forms.

Confidentiality and Data Protection

Brentwood Borough Council will expect the volunteer to maintain strict confidentiality at all times, and to sign a confidentiality undertaking to this effect.

Supervision and Support

It is important that volunteers are properly supported and supervised in their work; ensuring that the level of supervision given matches the nature of the job and the experience of the volunteer. All volunteers should have a nominated supervisor, someone they can have regular access to if problems arise or when help and support is needed.

Training and Involvement

Where a volunteer is based at Brentwood Borough Council on a day to day basis she/he will be expected to be involved and included in general staff activities, such as staff meetings and to have general access to Brentwood Borough Council offices. Volunteers may also be offered, where appropriate and where subject to availability, to undertake relevant Council training courses free of charge.

Equal Opportunities

In accordance with Brentwood Borough Council's Equal Opportunity statement, volunteer placements will be open to individuals irrespective of race, nationality, gender, disability, sexuality, age, belief or culture. In addition, the Volunteer Role Description Form must set out the equal opportunity dimension and any specific equality requirements of the role. Where, during the initial meeting a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, she/he will be deemed automatically to be unsuitable for a volunteer position at Brentwood Borough Council.

Discipline and Grievance

Volunteers will not be subject to Brentwood Borough Council's disciplinary procedures. Correspondingly, volunteers will not have access to Brentwood Borough Council's grievance procedures. However, volunteers will be entitled to use Brentwood Borough Council's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Supervisor or her/his representative.

Expenses

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Volunteers will be entitled to travel expenses, and subsistence allowance in accordance with the Council's policy for its employees.

Supervisors will be responsible for reimbursing all volunteer expenses through their service's budget and ensuring that the volunteers complete a Volunteer Expenses Form (Appendix 7) and return with all receipts.

Signposting

There may be some occasions where Brentwood Borough Council does not have any opportunities suitable for a prospective volunteer. In such situations, the Council will signpost the individual to external organisations who will be able to support them.

Dress Code

Volunteers' dress code will be at their Supervisor's discretion and should be appropriate to their role.

Private Use of Council Equipment

All volunteers will be expected to adhere to the Council's policies on the private use of Council equipment, including use of the internet, email, telephones and post.

Insurance

Volunteers appointed to Brentwood Borough Council will be covered under the Council's employers, public liability and professional indemnity insurance where appropriate.

Use of own vehicle

Volunteers should be informed of the need to notify their insurance company if they intend to use their car for volunteer activities and must ensure that their policy is extended to cover business use. They will also be required to produce a current driving licence and evidence of car insurance if appropriate.

Absence / illness

If they are unable to attend, or expect to be late, it is important that volunteers inform their Supervisor as soon as possible, and certainly within one hour of their expected time of arrival.

Termination

Where appropriate, the role and placement of the volunteer may be terminated by the Supervisor at one week's notice, or immediately where behaviour is equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken.

Evaluation

It is important that Brentwood borough Council is able to measure the impact of the volunteer placements it offers. All supervisors should ask their Volunteer to complete the Volunteer Evaluation Form at the end of their placement (Appendix 8)

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Monitoring and Review

It will be the responsibility of Human Resources to regularly review the operation of Brentwood Borough Council's Volunteer Engagement Policy and Recruitment Procedures to ensure that it is in accordance with other relevant policies.

List of Appendices

- Volunteer Application Form -APPENDIX 1
- Volunteer Role Description Form – APPENDIX 2
- Volunteer Personal Details Form - APPENDIX 3
- Volunteer Agreement Form – APPENDIX 4
- Volunteer Recruitment and induction Checklist – APPENDIX 5
- Volunteer Handbook – APPENDIX 6
- Volunteer Expenses Form – APPENDIX 7
- Volunteer Evaluation Form – APPENDIX 8

Time commitment – please outline the details of specific weekdays, evenings or weekends that are required or flexibility arrangements.

--

Location – please outline location/s where will the role need to be carried out.

--

Will the volunteer need access to a Brentwood Borough Council computer? Yes / No

Other requirements – are there any other requirements the volunteer needs specific to this role?
i.e insurances

--

Expenses – please outline the expenses the role will incur. (Remember, your service is responsible for paying your volunteer's expenses)

--

Head of Service Signature.....Date.....

(Please retain a copy on file and return to the Volunteer Coordinator)



Volunteer Personal Details Form

Volunteer Role	
Volunteer Name	
Address	
Email	
Phone number/s	
Date of birth	
Emergency Contact 1	Name: Address: Phone number/s:
Emergency Contact 2	Name: Address: Phone number/s:
Known medical / additional needs	

APPENDIX 4
 Brentwood Borough Council
Volunteer Agreement Form



This agreement is between Brentwood Borough Council and.....(NAME)
 for the voluntary role of.....

Description of responsibilities / tasks:

Agreed dates and hours:

Brentwood Borough Council commits to:

- Protect the Volunteer through health and safety, child protection, equal opportunities and liability insurance as with any member of staff.
- Undertake regular support, supervision and feedback with the volunteer.
- Provision of suitable training where appropriate

The Volunteer.....(name) commits to:

- Undertake the tasks and responsibilities outlined within the agreed hours.
- Uphold the policies and procedures of Brentwood Borough Council.
- Act in an appropriate and non discriminatory manner.
- Work to fulfil the priorities of Brentwood Borough Council at all times.
- Keep their named contact regularly informed and updated of their work.
- Notify their named contact immediately if any problems arise.
- Keep any information acquired about employees, clients, Councillors or Council finances, or any other Council business strictly confidential and report any sensitive information that may pose a risk to others immediately to the supervisor.

Signed on behalf of Brentwood Borough Council

Print Name.....Date.....

Signed by the Volunteer.....

Print Name.....Date.....

APPENDIX 5

Brentwood Borough Council

Processes for a Volunteer's Recruitment and Induction



Name of Volunteer			
Volunteering Role			
Supervisor			
Recruitment Checklist	Completed?	By Whom?	Date?
Volunteer Role Description form completed and emailed to volunteer@brentwood.gov.uk for advertising/ promotion of opportunity. Copy in HR brentwoodbc@midlandhr.co.uk			
Completed Volunteer Application Form/s received by supervisor			
Applicant invited to interview			
Interview completed and suitability ascertained			
Applicant offered Volunteer Role subject to necessary checks 1 week of interview			
Have references been written to?			
DBS Application form and process carried out (if applicable).			
Have satisfactory references been received?			
Has a satisfactory DBS check been received? (if applicable)			
Volunteer Placement offered			
Send all paperwork as below to applicant for completion:			
1. Volunteer Personal Details Form			
2. Volunteer Handbook			
3. Volunteer Role Description			
4. Volunteer Agreement Form			
I.T Personal Commitment Statement if applicable			
An appropriate risk assessment			
Has paperwork (1, 3, 4 and 5(if applicable) as above) been completed, signed and returned to HR brentwoodbc@midlandhr.co.uk and copied to volunteer@brentwood.gov.uk			
Volunteer invited for induction			
During induction:			
Introduction to the Service and its aims			
Introduction to colleagues			

Introduction to the building, use of premises, fire procedures, emergency exits, toilets, first aid and accident reporting etc			
Location of and introduction to key policies discussed:			
Volunteering Policy			
Safeguarding Policy			
Code of Conduct			
Data Protection and Information Sharing			
Health and Safety			
Equal Opportunities			
Clarify volunteer role and tasks			
Issue ID badge if necessary			
Discuss arrangements for supervision and mentoring			
Evaluation form handed to volunteer at end of opportunity.			



Volunteer Handbook

Why does Brentwood Borough Council need volunteers and what can volunteering offer you?

- Volunteers can bring a different perspective to our work; often one that reflects the diverse views of the local community.
- Volunteers can help to extend services the Council currently offers.
- Volunteering empowers our citizens to actively influence decision making and service provision.
- Volunteering provides opportunities for skills development within our local community.
- Volunteering can be a valuable pathway to employment or training opportunities.
- Volunteering can provide opportunities to meet like-minded people.
- Volunteering can provide an opportunity to be involved with something interesting, absorbing and rewarding.
- Volunteering can improve general health and wellbeing

Tasks, locations and time

As Brentwood Borough Council has a number of varied services, there is a wide range of volunteering opportunities that it can offer, such as:

- Befriending or mentoring citizens in need, such as in sheltered housing schemes
- Helping providing services, such as litter picks or graffiti removal
- Stewarding at community events
- Assisting with delivery of community projects
- Administration support, such as distribution and design of marketing materials and mail outs
- Community website / newsletter content management
- Leading consultation initiatives and focus groups
- Street Pastors to reduce anti-social behaviour and ensure safety of young people

Location and times can therefore vary hugely, but Brentwood Borough Council will try to find you an opportunity that suits your availability and access requirements.

Signposting

There may be some occasions where Brentwood Borough Council does not have any opportunities suitable for a prospective volunteer. In such situations, the Council will signpost the individual to external organisations who will be able to support them.

The skills you need

The skills you need would depend on the volunteering option that you choose, but generally, the volunteer would be desired to have professional knowledge, experience or a qualification (or are studying for it) in the relevant theme/subject that they wish to volunteer in. It would be essential for volunteers to have a friendly disposition and good interpersonal skills.

Disclosure and Barring Service (DBS) checks and references

Brentwood Borough Council will need to take up 2 references before you start your volunteering opportunity.

DBS check will be carried out on any volunteer who, in the course of their appointment, will have substantial, unsupervised access to children and young people under the age of 16 and vulnerable adults on a regular basis.

You will also need to be aware of the Council's Safeguarding policies and procedures. Your supervisor will show you how to access this in your induction.

What Brentwood Borough Council expects

Brentwood Borough Council expects any volunteer to not put us in disrepute, behave reasonably and adhere to the Council's Code of Conduct. Your supervisor will show you how to access this in your induction.

What if you can't come in?

If you are sick, or something unforeseen happens, which means that you cannot volunteer, you should contact your supervisor as soon as possible, and certainly within one hour of your expected time of arrival.

If you are going to be away on holiday, please give your supervisor as much notice as possible. When planning a break please think about how this might affect our work.

Dress Code

Volunteers' dress code will be at their supervisor's discretion and should be appropriate to their role.

Confidentiality

Please remember that Information that you have access to whilst volunteering is confidential. You must not give away any information about employees, clients, Councillors, council finances or any other Council business, either directly or by talking to someone. It is especially important that you keep sensitive information to yourself. However, if you find something out that might be a risk to others then you need to report this to your supervisor immediately.

Equal Opportunities

Brentwood Borough Council does not discriminate against clients and colleagues on ground of race, nationality, gender, disability, sexuality, age, belief or culture. We hope you will help us and that you will not make remarks or comments about, or to, clients or colleagues that may be considered offensive.

Please let us know if you have any illness or disability which might affect you on your placement so that we can provide appropriate support if possible.

Health & Safety

Brentwood Borough Council takes Health and Safety seriously. Safety cannot be compromised. Therefore, all staff and volunteers must follow all Health and Safety rules and accident reporting procedures (your supervisor will show you how to access this in your induction).

If you come across any unsafe situations, unsafe working practices or have any accidents please tell your supervisor.

Brentwood Borough Council has a no smoking policy. This means that employees and volunteers are not allowed to smoke in Brentwood Borough Council buildings, premises or locations where work is carried out. Staff and volunteers should not smoke in the view of children and young people.

Insurance

Volunteers appointed to Brentwood Borough Council will be covered under the Council's employers, public liability and professional indemnity insurance where appropriate.

Driving Licence & Vehicle Insurance

If you have to drive council vehicles as part of your volunteering we will provide insurance. If you have to use your own vehicle whilst volunteering, it must be legal and fit for the purpose. You must also make sure that it is insured for business use. Volunteers must provide their driving licence, motor car insurance policy and current certificate of insurance for examination on request.

Support, Supervision and Training

We hope to give you enough support and supervision to help you make the most of your volunteering and develop your skills and experience. If you feel you need more support, please let your supervisor know. We may ask you to take part in regular support and assessment sessions so we can identify your support needs. You may have to take part in training if we think that it is essential to enable you to carry out your tasks safely and to our standards.

If you have any questions, please do not hesitate to ask your supervisor for advice and support.

Expenses

Volunteers will be entitled to travel expenses, and subsistence allowance in accordance with the Council's policy for its employees. Please keep all receipts and complete and return an expenses form to your supervisor to claim your expenses.

Representing the Council

Unless you have confirmation in writing, no volunteer has the authority to represent the Council or to commit the Council in any way.

Ending your volunteering

Both you and Brentwood Borough Council can end your volunteering at any time and without any notice. However, unless there is an emergency or misconduct, we will give you at least 1 weeks notice and ask you that do the same to us.

However, your volunteering role may be terminated immediately where your behaviour has been equivalent to gross misconduct. In all cases the volunteer will be entitled to an explanation of the decision and action taken.

Evaluation of your volunteering experience

It is important that all volunteering experiences offered by Brentwood Borough Council are effectively evaluated to help us improve our services and opportunities. There is an evaluation form for you to complete at the end of your experience, and we would ask that you please complete this fully and to the best of your ability.

We hope you enjoy your volunteering experience with us!

Did you undertake any training as part of your volunteering placement? Please delete as appropriate If yes, please explain what and if this was beneficial	Yes / No

What did you enjoy the most during your volunteering placement?

What did you least enjoy during your volunteering placement?

Has your volunteering placement increased your skills, experience and knowledge? Please delete as appropriate If yes please explain how, and if no, please explain why.	Yes / No

Do you participate in any other volunteering placements? Please delete as appropriate If yes please tell us what you do and where.	Yes / No

What were your reasons for leaving? Please tick all that apply

- End of placement
- Termination during placement
- Dissatisfaction with support
- Dissatisfaction with team members
- Insufficient work
- Placement not what you thought it would be
- Pressure of placement
- Unacceptable working conditions
- Unfulfilling work
- Return to part time or full time employment
- Return to education
- Taken up another volunteering placement
- Family responsibilities
- Moving away from the area
- Medical / health reasons
- Maternity
- Retirement
- Other (please specify below)

Are there any other comments you would like to make about your volunteering placement with Brentwood Borough Council?

Thank you. Please return this form to:

Volunteer Coordinator
Town Hall
Ingrave Road
Brentwood
Essex
CM15 8AY

APPENDIX 7

Brentwood Borough Council



Volunteer Expenses Form

Name		Date	
Address			

Volunteering Opportunity Title	
--------------------------------	--

Supervisor's Name	
-------------------	--

Date of incurred Expenses	Purpose	Amount £	p
TOTAL			

Please attach all receipts to this form, make a copy for your own information and return to your supervisor.

Volunteer's Signature _____

Authorised signature _____

Expenditure Code (for office use) _____



Volunteer Evaluation Form

Name	
Volunteer opportunity title	
Supervisor's name	

Was the volunteering opportunity a true reflection of your placement?

Please delete as appropriate Yes / No

If no, please explain your tasks, hours, location and responsibilities and how this differed from what you expected.

Was your induction useful?

Please delete as appropriate Yes / No

If no, please explain how your induction could have been improved.

Did you feel fully supported during your volunteering placement?

Please delete as appropriate Yes / No

If no, please explain why and how this could be improved.

Did you undertake any training as part of your volunteering placement? Please delete as appropriate If yes, please explain what and if this was beneficial	Yes / No

What did you enjoy the most during your volunteering placement?

What did you least enjoy during your volunteering placement?

Has your volunteering placement increased your skills, experience and knowledge? Please delete as appropriate If yes please explain how, and if no, please explain why.	Yes / No

Do you participate in any other volunteering placements? Please delete as appropriate If yes please tell us what you do and where.	Yes / No

What were your reasons for leaving? Please tick all that apply

- End of placement
- Termination during placement
- Dissatisfaction with support
- Dissatisfaction with team members
- Insufficient work
- Placement not what you thought it would be
- Pressure of placement
- Unacceptable working conditions
- Unfulfilling work
- Return to part time or full time employment
- Return to education
- Taken up another volunteering placement
- Family responsibilities
- Moving away from the area
- Medical / health reasons
- Maternity
- Retirement
- Other (please specify below)

Are there any other comments you would like to make about your volunteering placement with Brentwood Borough Council?

Thank you. Please return this form to:

Volunteer Coordinator
Town Hall
Ingrave Road
Brentwood
Essex
CM15 8AY

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Brentwood Borough Council

Employee Volunteering Policy

This policy sets out Brentwood Borough Council's commitment to employee volunteering, including paid time to volunteer.

Vision for Volunteering

Volunteering is one of the UK's most rewarding activities. It helps to create a vibrant and active community where people feel more valued, listened to and safe.

In our roles as Brentwood Borough Council employees, we work to improve our residents' quality of life in many different ways, both directly and indirectly. Employee volunteering provides an opportunity for employees to make a more direct and personal contribution to local people and our communities.

This policy has been developed to ensure that:

1. Employees and managers understand the process to approve volunteering requests.
2. Brentwood Borough Council actively promotes volunteering work as an aid to employees' learning and development.

Employee Volunteering Principles

In supporting and encouraging employees to volunteer, Brentwood Borough Council aims to:

- Strengthen our links with the local community and share knowledge, expertise and skills of our employees;
- Contribute positively to the delivery of Brentwood Borough Council services;
- Enhance partnership working;
- Aid skill development of employees that can be brought back to the workplace;
- Raise wellbeing and morale of employees;
- Lead by example.

Benefits for employees:

- Sense of personal achievement;
- Understand and contribute to the local community;
- Skills development, including increased communication, decision making, and problem solving skills;
- Working within a team in a challenging environment;
- Contribution to personal development and future career options;

- Supporting and valuing others.

Employee Volunteering Procedures

What is a Volunteer?

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and, or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

How much time can I spend volunteering?

- Up to two paid days a year (pro-rata for part time employees) with the agreement of your Line Manager.
- Of course, you can volunteer in your own time
- In work time, leave with or without payment may be granted for public duties such as School Governor, or Jury Service. This is separate to volunteering leave – please speak to HR about this for further information.

Carry forward of volunteering leave

Volunteering leave cannot be carried forward from one year to the next.

Managing the Staff Volunteering Scheme

Volunteering by employees is supported on the basis that:

- There is no loss of service standards to the organisation;
- The activity does not conflict with the interests of Brentwood Borough Council;
- The suitability of the opportunity and the time allocated to undertake voluntary work is in agreement with the line manager;
- The time and activity in the community will enhance the individual's values and behaviours, which can be incorporated into the employee's performance and reviewed as part of the appraisal process;
- The manager considers the activity an appropriate opportunity for the individual concerned;
- The placement is meaningful;

How will my Volunteer Leave be Recorded?

Your line manager will record this on your absence record, but you should also keep your own record on your flexitime spreadsheet as 'Leave'.

Evaluation

On completion of the volunteering placement, a debrief between the employee and the line manager should take place, and the outcomes recorded at the appraisal.

Disclosure and Barring Service Checks

Some volunteering posts may require you have a DBS check to safeguard you and the people you will be working with on your placement. These will be normally carried out by the organisation who is hosting your placement. The results of the checks undertaken for the purpose of volunteer work will be kept confidential between the applicant and the organisation with whom you are volunteering. See [Disclosure and Barring Service](#) for more information.

Expenses, Training and Health and Safety

Although Brentwood Borough Council will continue to pay salary or wages for time employees have taken on their volunteering placement, it cannot pay any expenses or additional costs. However the organisation hosting your volunteer placement may offer expenses and employees are advised to clarify this before agreeing to the placement.

All necessary training, clothing and equipment that you will need for your placement should be provided by the host organisation.

Whilst volunteering, staff should satisfy themselves that they are not at any undue risk, and that the organisation they are volunteering with has appropriate health and safety policies and procedures and relevant insurances.

Brentwood Borough Council cannot accept responsibility for any volunteering activity.

Conflict of Interest

If an employee has any official direct contact with a particular group, they should not undertake any volunteering activity which may result in a conflict of interest. If in doubt the employee should check this with their line manager.

4 Easy Steps to Start Volunteering

Step 1

All employees considering volunteering will need to have their activity agreed by their line manager. Remember, your volunteering activity does not have to be connected with your role at work.

Step 2

Find a suitable volunteering role. Volunteering opportunities can be found on the following:

1. Brentwood CVS Website www.brentwoodcvs.org.uk. The Brentwood Volunteer Centre, run by the CVS is due to launch in 2016 and will provide a one stop shop for prospective volunteers.
2. Vinolved website if you are aged between 14 and 25 www.vinspired.com
3. Volunteering England www.volunteering.org.uk
4. Find out about volunteering opportunities at the Council – services such as Sheltered Housing and operational services are often looking for helpers.
5. Approach community and voluntary organisations directly – ask Community Services Department for advice about who you could contact.
6. Visit www.do-it.org.uk – a national database of volunteering opportunities that allows you to apply online.
7. Speak to your colleagues – you may wish to volunteer as a group!

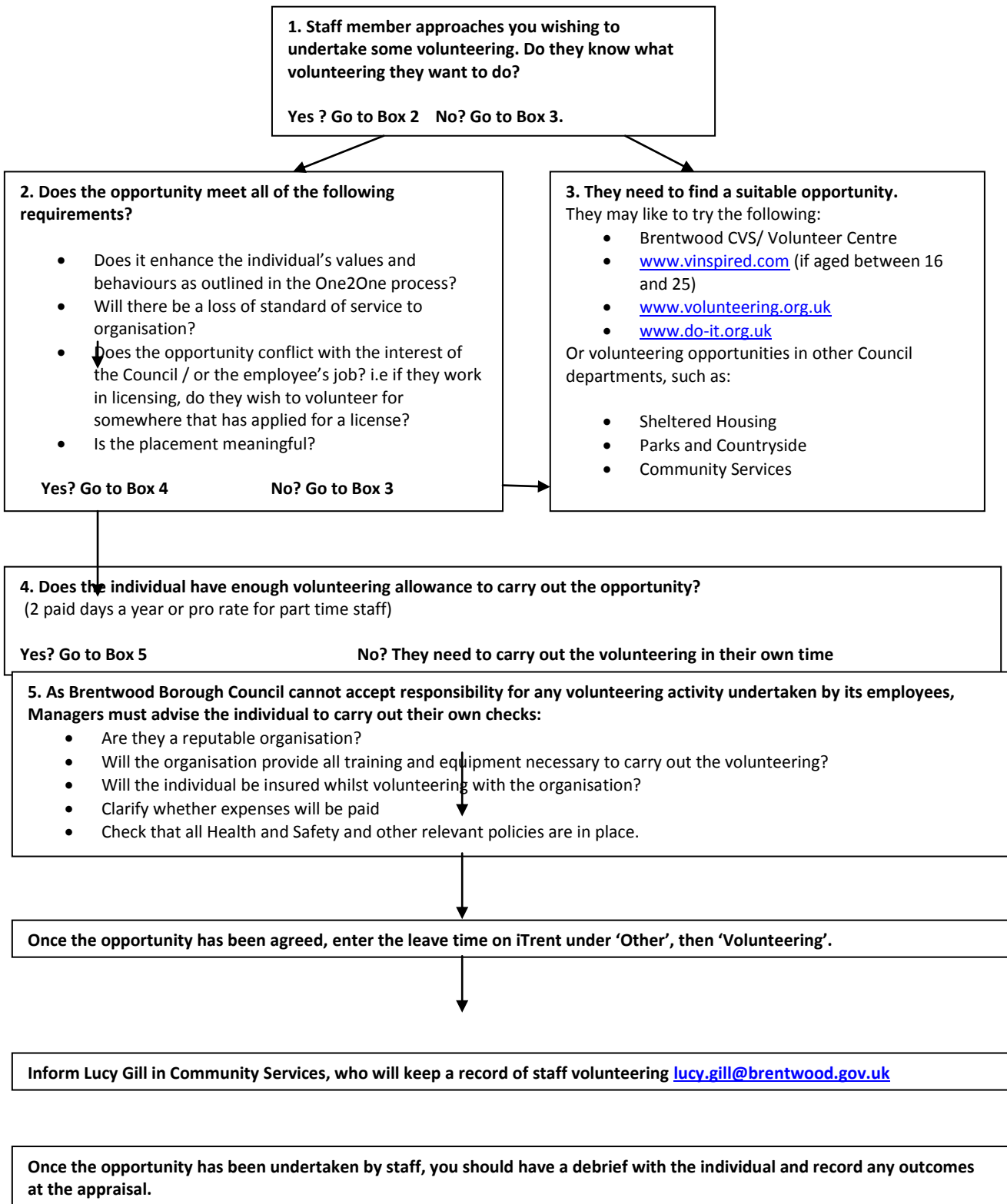
Step 3

Once you have decided what volunteering you would like to do, you need to agree this with your line manager. Remember, your 2 days volunteering leave is flexible and could be taken as separate hours, so you may wish to do 1 hour a week for a number of weeks, but you will need to get agreement from your line manager on your pattern of volunteering.

Step 4

Start Volunteering!

Manager's Checklist



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5th September 2016

Community, Health and Leisure Committee

CCTV Code of Practice

Report of: David Carter

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1** The Council operates public space CCTV within the town centre of Brentwood, Shenfield and other areas of the Borough in accordance with the CCTV Code of Practice which was last revised in October 2010.
- 1.2** This report seeks Member approval to the revised Code of Practice, which has been amended having regard to current guidance from the Surveillance Camera Commissioner and Information Commissioner.

2. Recommendations

- 2.1** That the draft revision of the Brentwood CCTV Code of Practice incorporating the requirements of the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice is approved for consultation with the Police and relevant stakeholders.
- 2.2** That the results of consultation are accepted and, if they do not contravene the national guidance, that the Community, Health and Leisure Committee agree the revised Brentwood Code of Practice.

3. Introduction and Background

- 3.1** Brentwood Borough Council has operated a CCTV system in the town centre and other areas of the Borough since 1994, which has been extended and improved more recently.
- 3.2** The system is operated under a Code of Practice, which was revised in 2010. The Code sets out the details of the system, including the aims and objectives, the areas covered and operational management of the system.

- 3.3** Since the Brentwood Code of Practice was produced, the Surveillance Camera Commissioner (SCC) has published his Code of Practice and the Information Commissioner's Office (ICO) has more recently published 'In the picture: A data protection code of practice for surveillance cameras and personal information'.
- 3.4** As a result of the changes to the guidance, the Brentwood Code of Practice has been updated in accordance with the Codes issued by the SCC and ICO.
- 3.5** If agreed by Committee, it is proposed that the revised Code will be sent out for consultation with Essex Police and relevant stakeholders including the Community Safety Partnership, Renaissance Group and the Brentwood Chamber of Commerce.
- 3.6** Following consultation, the Code will be reported to the next Community, Health and Leisure Committee for final approval.
- 3.7** In addition to the revision of the Code of Practice, the Council should improve public awareness of the surveillance system and provide better information on the areas where surveillance operates.
- 3.8** The revised Code also makes reference to the use of surveillance cameras for anti-social behaviour and environmental crime including fly tipping.

4. Issue, Options and Analysis of Options

- 4.1** In order to ensure that the Borough's CCTV system is operated in accordance with current best practice and Government guidance, it is necessary to regularly review procedures and the Code of Practice.

5. Reasons for Recommendation

- 5.1** To keep policies and operating procedures up to date.

6. Consultation

- 6.1** Consultation will take place on the revised Code of Practice with Essex Police and other stakeholders prior to the new Code being adopted.

7. References to Corporate Plan

- 7.1** Community and Health – Support our most vulnerable residents to feel safe.

Work with partners to reduce anti-social behaviour and ensure that Brentwood is a safe place to live.

8. Implications

Financial Implications

Name & Title: Ramesh Prashar, Financial Services Manager
Tel & Email 01277 312513 / ramesh.prashar@brentwood.gov.uk

8.1 There are no financial implications directly arising from this report.

Legal Implications

Name & Title: Saleem Chughtai, Legal Services Manager
Tel & Email: 07966 891 705/ Saleem.chughtai@brentwood.gov.uk

8.2 The operation of CCTV systems must have due regard to the following legislation:

- The Data Protection Act 1998 and the principles of good practice identified by the Information Commissioner.
- The Human Rights Act 1998.
- The Freedom of Information Act 2000.
- The Regulation of Investigatory Powers act 2000 and the Protection of Freedoms Act 2012.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 The use of CCTV helps support the prevention of and reduction in crime and disorder. Under section 17 of the Crime and Disorder Act 1998 the Council is required to have regard to such matters when exercising its functions.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 Home Office: Surveillance Camera Code of Practice Crown copyright

9.2 Information Commissioner's Office: In the picture: A data protection code of practice for surveillance cameras and personal information

9.3 Surveillance Camera Commissioners Self Assessment Tool

10. Appendices to this report

Appendix A – Surveillance Camera Code of Practice

Report Author Contact Details:

Name: David Carter Environmental Health Manager

Telephone: 01277 312509

E-mail: david.carter@brentwood.gov.uk

BRENTWOOD BOROUGH COUNCIL

SURVEILLANCE CAMERA CODE OF PRACTICE



THE CODE

Section		Page
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8.	Monitoring and Performance	8
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BRENTWOOD BOROUGH COUNCIL

SURVEILLANCE CAMERA CODE OF PRACTICE

1.0 INTRODUCTION

- 1.1. Brentwood Borough Council (the Council) of Town Hall, Ingrave Road, Brentwood, Essex, is the owner of the Brentwood surveillance camera (CCTV) system.
- 1.2. The Council resolved to operate a surveillance camera system, primarily in the urban areas of the Borough, to monitor and detect crime.
- 1.3. The system was installed by the Borough Council in partnership with Essex Police, who co-operate to achieve the aims and objectives of the scheme.
- 1.4. The system comprises cameras deployed in surveillance of the following areas:
 - Brentwood Town Centre and Council owned car parks at William Hunter Way, Coptfold Road multi-storey car park and Chatham Way car park.
 - Shenfield Town Centre and the Council's car park at Hunter Avenue
 - The Brentwood CentreCameras are also located within several Council Housing schemes
 - Council reception areas at the Town Hall and at 44 High Street
 - Deployable cameras to deal with fly tipping, ASB etc.
- 1.5. The system is licensed by the Highway Authority for use on the highway, and the Council allows Essex County Council to utilise the system for traffic management purposes.
- 1.6. The system does not record sound.
- 1.7. Essex Police are consulted with regard to any proposed changes or alterations to the scope and area of the scheme. Where appropriate, the Council will also consult with other appropriate organisations. These may include, for example the Community Safety Partnership, Neighbourhood Watch Groups, the Brentwood Chamber of Commerce, Residents' Associations and Amenity Groups, Parish Councils, etc.

- 1.8 In order to maintain public confidence in the system, the Council will not under any circumstances install any 'dummy' cameras.
- 1.9 Brentwood Borough Council finances the operation, but also receives occasional contributions from other sources. Those contributions from external sources do not under any circumstances create any rights of access to the system or footage by the contributors.
- 1.10 The CCTV Manager has overall responsibility for the system. The CCTV Manager, working with the CCTV Supervisor, in accordance with this Code of Practice and Operating Procedures, controls the day-to-day operation.
- SCC CoP Guiding Principle 4 (see 3.4 below)**
- 1.11 The Council retains ownership and copyright of all recorded material either on digital recording media or on photographic print.
- 1.12 The Operating Procedures and Arrangements are set out in Schedule 1 attached to this Code.
- 1.13 The Council may also operate and/or monitor cameras and systems for which it is not the owner by arrangement with the organisation responsible for the cameras. In certain circumstances the Council may take on the role of Data Controller for these systems where appropriate; e.g. cameras owned by Parish Councils.

2.0 AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the scheme are:
- to reduce the level of crime and the fear of crime within the Borough of Brentwood
 - to assist the detection of crime
 - to create a safe environment in which people may live, shop and visit
 - to reduce the social cost of crime within the commercial areas of the Borough
 - to create an environment which will enhance the economic viability of the Borough
 - to direct attention to areas where parking enforcement is required to relieve traffic congestion
 - to pursue any authorised activity of the Council.
 - to achieve these aims within the partnership of Commerce, Police and the Council
- SCC CoP Guiding Principle 1**
- 2.2 The Council is committed to the aims and objectives of the scheme, together with the other principles set out in the Code of Practice. Where the aims and objectives of the scheme are altered, or the purposes of the scheme have changed, this will be by resolution of the Council.

- 2.3 The Council may be requested by the Essex Police, the British Transport Police or the Police service from other areas of the United Kingdom to assist in a specific investigation, and where this accords with the aims and objectives of the scheme, then the Council will assist in whatever way it can.
- 2.4 Where the specific investigation is outside the scope of the aims and objectives, the CCTV Manager, or other authorised officer, will satisfy himself that the request is proper and authorise assistance, and report the matter to elected Members at the next appropriate meeting of the Council or via the Members' Newsletter.
- 2.5 The Crime and Disorder Act 1998 places a duty on Brentwood Borough Council, Essex Police, the British Transport Police and Essex County Council (the responsible authorities) to work together to develop a strategy to reduce crime and disorder in their area.

3.0 LEGISLATION

- 3.1 In addition to the Council's policies, procedures, guidelines and Codes of Practice, CCTV and its operation are subject to legislation under:

- Data Protection Act 1998 (DPA)
- Human Rights Act 1998 (HRA)
- Freedom of Information Act 2000 (FOIA).
- Regulation of Investigatory Powers Act 2000 (RIPA).
- Protection of Freedoms Act 2012

- 3.2 Brentwood Borough Council is registered as a Data Controller by the Information Commissioner (Registration Z2092695) for the purposes of crime prevention and prosecution of offenders including the use of CCTV.

- 3.3 The Council must also have regard to Codes of Practice issued by the Surveillance Camera Commissioner (Surveillance Camera Code of Practice June 2013) and the Information Commissioner's Office (In the picture: A data protection code of practice for surveillance cameras and personal information; May 2015).

- 3.3 The Surveillance Camera Code of Practice introduced 12 Guiding Principles which the system needs to comply with. These principles are summarised below:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

3.4 This Code of Practice has been revised to meet the requirements of the Surveillance Camera Code of Practice. Notes indicating where the

relevant guiding principles have been applied have been included in the document e.g. **SCC CoP Guiding Principle 1**

- 3.5 This Code has also taken into account the guidance provided in the ICO Code of Practice – ‘Conducting Privacy Impact Assessments’. Privacy Impact Assessments (PIAs) of current camera locations have been undertaken and are produced as an Appendix to this document. Where any new locations are considered a PIA will be undertaken prior to installation (see below).

4.0 CHANGES TO THE CODE

- 4.1 Any major changes to this Code will only be made by resolution of the Council after consultation with Essex Police and other relevant interested groups.
- 4.2 Any minor changes made to the Code will be reported to an appropriate meeting of the Council, or via the Members' Newsletter.
- 4.3 The Code of Practice and the Operating Procedures (CCTV System Schedule 1) will be reviewed regularly.

SCC CoP Guiding Principle 1

5.0 RESPONSIBILITIES

- 5.1 Brentwood Borough Council is responsible for producing, implementing and monitoring this Code of Practice, ensuring compliance with operational procedures (CCTV System Schedule 1), its management and the security of the scheme
- 5.2 From time to time the Council may consult with the public about the operation of the scheme and report to the relevant meeting of the Council as appropriate.

SCC CoP Guiding Principle 4

SCC CoP Guiding Principle 3

6.0 PARTNERSHIP

- 6.1 The Council operates the scheme in partnership with Essex Police. Whilst this partnership is not extended to the British Transport Police they are extended the same facilities as Essex Police.
- 6.2 For the purposes of partnership, the Officer in Charge of the Brentwood Police Station is responsible for CCTV matters which involve the police.
- 6.3 Essex Police will be consulted on any changes to the Code of Practice and operational procedures (CCTV System Schedule 1) and arrangements.
- 6.4 The operational arrangements between Essex Police and the Council are reviewed regularly and are the subject of regular liaison meetings. The CCTV Manager will report regularly to the Community Safety Partnership meetings on the performance and operation of the CCTV system in Brentwood.
- 6.5 As primary financial stakeholder in the system, it is the aim of the Council to develop contributions from appropriate sources to support the operational costs of the system. Those contributions from external sources do not under any circumstances create any rights of access to the system or footage by the contributors.

7.0 MANAGEMENT OF THE SYSTEM

- 7.1 The overall control and operation of the CCTV system has been determined by the Council.
- 7.2 The day-to-day management of the scheme is the responsibility of the CCTV Supervisor who is under the overall direction and control of the CCTV Manager.
- 7.3 The CCTV Manager is authorised by the Council to maintain a list of approved personnel who have access to the monitoring room.
- 7.4 The management of the system is carried out in accordance with the approved CCTV System Schedule 1.
- 7.5 Access to recordings and the monitoring room is in accordance with the CCTV System Schedule 1 agreed by the Council, and is monitored and recorded.

SCC CoP Guiding Principle 7

- 7.6 Day-to-day liaison between Essex Police and the Council is controlled by the CCTV Supervisor and the Officer-in-Charge of Brentwood Police Station.
- 7.7 Day-to-day responsibility for monitoring compliance with the scheme rests with the CCTV Supervisor, reporting to the C C T V M a n a g e r, who ensures that the Code of Practice is implemented.
- 7.8 Direct communication with the Brentwood Police is made by dedicated telephone line and other communication via the TownLink and Airwave radio systems.

8.0 MONITORING AND PERFORMANCE

- 8.1 The Council will receive reports from time to time regarding the CCTV system. In addition an annual report will be prepared in consultation with the Police, on the performance of the system.
- 8.2 Essex Police supply an annual report on crime statistics in the areas covered by the CCTV system.
- 8.3 Reports on the operation and performance of the CCTV network will be regularly made to the Community Safety Partnership (CSP).
- 8.3 Compliance with the Code of Practice insofar as it relates to Essex Police, will be the responsibility of the Officer-in-Charge of Brentwood Police Station.

9.0 PUBLIC INFORMATION

9.1 The Council will publish an annual report on the scheme. Where appropriate, the annual report will include a report on the outcome of the success of the scheme in addressing the key aims and objectives. Details of any formal complaints received by the Council will also be reported. The use of the system will be reviewed annually and details of the number of incidents will be retained.

SCC CoP Guiding Principle 1, 10

9.2 It is the policy of the Council to publicise and promote the scheme and, in accordance with its aims and objectives; recorded material will only be supplied to the media where it supports the specified purposes of the scheme.

9.3 The object of publicity will be to achieve the aims and objectives of the scheme.

9.4 All cameras are located in public areas (except when incorporating housing schemes, which may include private access routes to residential areas) and this may include mounting cameras on private buildings from which views of the public areas can be gained. All fixed (not deployable) cameras are visible and not installed in a covert way.

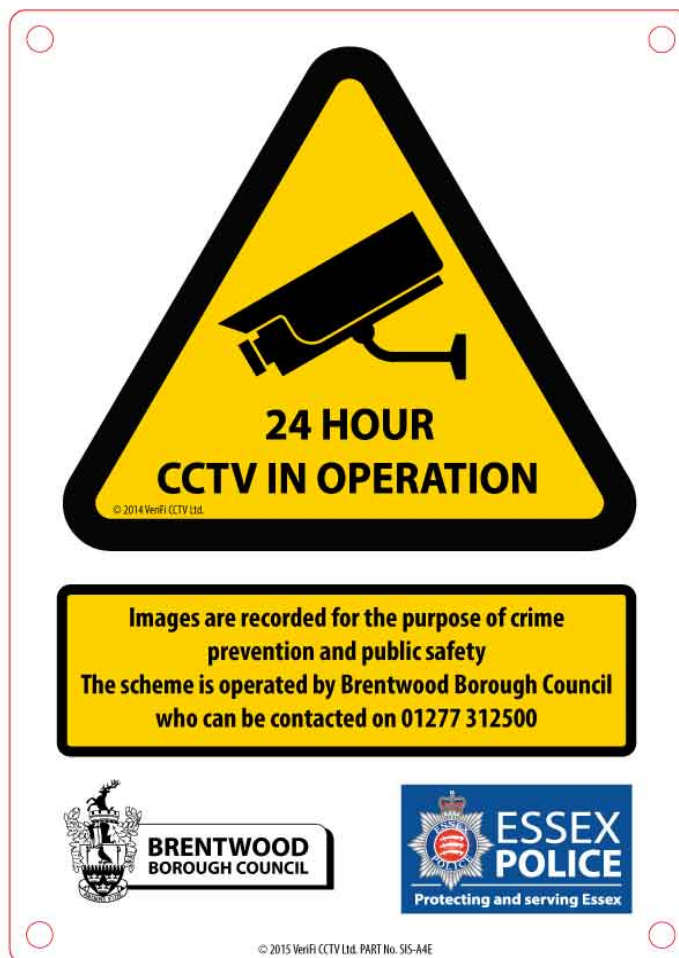
9.5 Signs have been installed in and at the entrances to areas covered by the Council's CCTV systems. The effect of the surveillance camera system on individuals and their privacy and transparency in the use of the system are important principles of both the Surveillance Camera Commissioner's Code of Practice and the Data Protection Act 1998. The contact point for access should be published, together with the information shown below.

Signs are of an appropriate size to the location and will contain the following information:

- i. The purpose of the scheme
- ii. What the Council intends to do with the information gathered
i.e. prosecute offenders
- iii. Who owns the scheme
- iv. Contact details
- v. Carry relevant Council and Police logos and CCTV symbol

SCC CoP Guiding Principle 2, 3

A copy of the sign information is shown on the next page:



9.6 The Council will review the performance of cameras and will regularly evaluate whether it is necessary and proportionate to continue to use CCTV in each location where cameras are deployed.

SCC CoP Guiding Principle 2

9.7 Signs advertising the presence of a CCTV security surveillance system are erected throughout the area under surveillance, bearing the Council's and/or Essex Police logo, indicating the Council's ownership of the scheme and the partnership with the Police.

SCC CoP Guiding Principle 3

9.8 This Code of Practice is available as a public document for inspection and copies are available at the Town Hall and on the Council website www.brentwood.gov.uk.

10.0 RESIDENTIAL AREAS

10.1 The scheme operates in a manner that is sensitive to the privacy of people living and working in the area. Using surveillance systems can be privacy intrusive and we will ensure that the impact on privacy is assessed and will seek to minimise this impact where possible.

SCC CoP Guiding Principle 2

10.2 A Privacy Impact Assessment (PIA) has been carried out on the existing camera system and on any proposed cameras before installation. Measures are taken to avoid intrusion of personal privacy in residential areas adjacent to those under surveillance by the CCTV system. The PIA will be reviewed together with the regular assessment of the use of cameras.

SCC CoP Guiding Principle 2

10.3 Monitoring personnel are instructed to report any instance of an intrusion into personal privacy to the attention of the Council.

10.4 Where an intrusion into personal privacy is reported, this will be investigated by the Council.

10.5 Essex Police may require targeted observations to be undertaken by the system. The Council will not refuse or question any reasonable request. Essex Police will be responsible for justifying their request if any complaint is made. Essex Police will provide the required RIPA authority where appropriate and necessary.

11.0 ASSESSMENT OF THE SCHEME AND THE CODE OF PRACTICE

11.1 The scheme is reviewed and evaluated by the Council on a regular basis.

SCC CoP Guiding Principle 1

11.2 Evaluation is as wide as possible and includes the following:

- i. A report from Essex Police indicating the impact upon crime.
- ii. A comparison of crime in those areas not benefitting from CCTV
- iii. When considered appropriate, formal consultation with the public and owners/managers of business premises in the CCTV surveillance areas.
- iv. Operation of the Code of Practice
- v. A review of the aims and objectives of the scheme
- vi. Complaints made about the system

11.3 Any review and report will be shared with partner agencies and published generally on the Council's website.

12.0 CCTV STAFF

12.1 All staff must meet a basic educational requirement and are given in-service training to ensure that an adequate level of competence is achieved.

SCC CoP Guiding Principle 8

12.2 Staff are subject to the Council's disciplinary procedure if the

requirement for confidentiality and measures to protect privacy, is breached.

12.3 Staff are monitored and supervised by the CCTV Supervisor to ensure they comply with this Code of Practice and the CCTV System Schedule 1.

12.4 Staff will be assisted and encouraged to undertake training to achieve nationally recognised qualifications for surveillance camera activities.

13.0 COMPLAINTS

13.1 The Council operates a formal complaints system for those individuals who are unhappy about a Council service.

13.2 If a complaint arises regarding any aspect of the CCTV system, then members of the public are referred to the leaflet, "A Guide to our Complaints Procedure", which gives advice on the lodging of a formal complaint. This is available at the Town Hall and on line on the Council's website at www.brentwood.gov.uk. Alternatively, this may be obtained by post from:

The Complaints Co-ordinator
Town Hall
Brentwood
Essex CM15 8AY

SCC CoP Guiding Principle 3

13.3 Should any complaint by a member of the public relate to the conduct of Essex Police in its use or control of CCTV, then this should be addressed to:

The Chief Constable
Essex Police
Police Headquarters
PO Box No 2, Springfield
Chelmsford
Essex, CM2 6DA.

14.0 BREACHES OF THE CODE AND SECURITY OF RECORDED INFORMATION

14.1 The Council is responsible for the Code of Practice and for security of the system. Any breaches should be reported to the CCTV Supervisor or the CCTV Manager.

14.2 The Council makes sufficient resources available to enable security to be maintained.

14.3 All breaches in the Code of Practice or security will be investigated.

15.0 CONTROL AND OPERATION OF CAMERAS

- 15.1 The CCTV system will only be used in compliance with the Code of Practice and Operation Guidelines (CCTV System Schedule 1).
SCC CoP Guiding Principle 8
- 15.2 The monitoring staff are subject to supervision to ensure compliance with the Code.
- 15.3 Staff are aware that all recordings are subject to routine audit and that they may be required to justify any act of surveillance.

16.0 ACCESS TO AND SECURITY OF MONITORS/CONTROL ROOM

- 16.1 Access to view the monitors, whether to operate the equipment or to view the images, is strictly controlled.
- 16.2 The CCTV Manager authorises officers to access the Monitoring Room. With his consent authorisations may be issued by the CCTV Supervisor. A review of the authorisations is regularly undertaken.
SCC CoP Guiding Principle 7
- 16.3 A monitoring room surveillance log records staff on duty in each shift. The names of any person or groups that have been authorised to have access to the monitoring room and/or to view the monitors are recorded in the visitors' log.
- 16.4 Visitors to the monitoring room are accompanied by an authorised officer and are allowed access only for lawful, proper and sufficient reasons. The Council may from time to time define these reasons.
- 16.5 Access to the monitoring room is secured and protected from unauthorised access.
SCC CoP Guiding Principle 7
- 16.6 Any technical repairs, cleaning and other similar tasks are carried out in controlled circumstances and authorised by the CCTV Supervisor.
SCC CoP Guiding Principle 9
- 16.7 Both the Essex Police and the British Transport Police are given unimpeded access to the monitoring room on demand, and are authorised to remove and use recordings for evidential purposes. Details are set out in the CCTV System Schedule 1 and will be reviewed from time to time.
- 16.8 The Council may also use the recordings for evidential purposes.
- 16.9 The monitoring staff whilst operating the system, maintain a surveillance log, and this gives brief details of all incidents within the monitoring room, including details of visits and telephone calls.

- 16.10 It is a requirement of this Code that all operational arrangements comply with Health and Safety legislation.
- 16.11 Photographing or recording of sound or visual images within the monitoring room will not be allowed unless this has been specifically authorised by the CCTV Manager, in accordance with the aims and objectives of the scheme.

17.0 RECORDED MATERIAL

- 17.1 The Council will use its best endeavours to ensure that recorded material is only used for the purposes defined in this Code of Practice.
- 17.2 The Council will only allow access to the recorded material as set out in this Code of Practice.
SCC CoP Guiding Principle 7
- 17.3 In no circumstances will recorded material be sold by the Council.
- 17.4 The viewing of recorded material by the public will only be permitted with the authority of the CCTV Manager
SCC CoP Guiding Principle 7
- 17.5 Recordings will only be released to third parties on production of an Order from a relevant Court.
SCC CoP Guiding Principle 7
- 17.6 The ownership and copyright of recorded material is retained by the Council.
- 17.7 Whilst the Council retains ownership and copyright it is not responsible for the use of recorded information removed by Essex Police, the British Transport Police or a Police service from other areas of the United Kingdom.
- 17.8 Recorded material will be retained for a maximum of 30 days unless it is required to be retained for evidential purposes.
SCC CoP Guiding Principle 6
- 17.9 The recording storage policy is decided by the Council and is subject to consultation and agreement with Essex Police.
- 17.10 The digitally recorded data is stored securely.
SCC CoP Guiding Principle 9
- 17.11 The control and use of recordings is set out in the CCTV System Schedule 1.
SCC CoP Guiding Principles 7,9
- 17.12 Essex Police, the British Transport Police and Police services from other areas of the United Kingdom are responsible for recordings whilst

in their possession.

17.13 Access to the recorded material will be allowed for approved training purposes for the Police and Council staff. The CCTV Supervisor is responsible for approving such requests.

17.14 Essex Police, the British Transport Police and Police services from other areas of the United Kingdom have authorised access to recorded material and may use footage and stills for use on intelligence bulletins circulated both locally and nationally.

18.0 PHOTOGRAPHS

18.1 Still photographs of incidents are only taken at the request of a police officer or authorised officer, who is identified and whose request is recorded.

18.2 All still photographs remain the property of the Council. A record is kept of the reason for the production of the photograph, date and time.

18.3 Any still photograph may be released to Essex Police, the British Transport Police or Police services from other areas of the United Kingdom to assist them with their enquiries.

18.4 A record will be kept of the destruction of all indexed still photographs.

19.0 DEALING WITH INCIDENTS

19.1 Incidents are dealt with in accordance with procedures agreed by Essex Police and the Council.

20.0 POLICE CONTACTS AND USE OF THE SYSTEM

20.1 Detailed arrangements for contact between Essex Police or British Transport Police and the monitoring room are set out in the CCTV System Schedule 1 and all communications are recorded in the Surveillance Log.

20.2 These arrangements are reviewed and agreed by Essex Police and the Council periodically, following formal liaison meetings to ensure the aims and objectives of the scheme are achieved.

20.3 Essex Police may request images from the CCTV system to be displayed on the Police Monitor and these requests will not be refused. The cameras cannot be controlled from the remote monitor. Essex Police will ensure no recording is undertaken.

20.4 Should Essex Police require use of the system for matters not covered

by the Code of Practice, the agreement of the CCTV Manager and the Divisional Commander, Essex Police, must be obtained.

20.5 The Council will allow Essex Police to take over the system in exceptional or emergency situations, following the request of the most senior officer available to the CCTV Manager, or member of the Council's Emergency Planning team.

20.6 Insofar as it remains possible, the scheme will be operated in accordance with the Code of Practice during such a period.

21.0 DEPLOYABLE CAMERAS

21.1 Overt Surveillance

- (i) Any multi-site cameras will be deployed overtly at all times in areas that are appropriately signed.
- (ii) The deployment will be led by Police intelligence of drug and alcohol related crime, or other intelligence regarding disturbance or anti-social behaviour
- (iii) The Brentwood Community Safety Partnership (CSP) will agree suggested sites and undertake suitability trials prior to deployment to establish successful transmission and infrastructure needs and costs (suitable column and power source)
- (iv) The rotation and deployment of any camera shall be for a maximum of twelve weeks in normal circumstances.
- (v) In exceptional circumstances the CCTV Manager following consultation with the Chair and Vice Chair of the Policy, Finance and Resources Committee, will have delegated authority to authorise other appropriate usages, having due regard to the existing aims and objectives of the Code of Practice for the Brentwood CCTV System
- (vi) The Council may use mobile CCTV camera (or other deployable camera equipment acquired specifically for this purpose) to secure prosecutions under its duties to protect the environment within current environmental legislation. Wherever possible cameras will not be used for covert surveillance and the use of cameras will be appropriately signed.

21.2 Covert Surveillance

- (i) The deployment of any camera for covert surveillance will follow the procedures laid down in current legislation. In particular, the Regulation of Investigatory Powers (RIPA) Act 2000 and the Police and Criminal Evidence Act 1984 (PACE) as

amended.

- (ii) A camera's deployment will be led by recurrent incidents - for example (but not necessarily exclusively) relating to the abuse of recycling sites and fly-tipping on or adjoining highways and Council owned property.
- (iii) Where this is not practicable the CCTV Manager will consider authorisation to deploy camera/s in appropriate areas, subject to the requirements of RIPA and PACE.
- (iv) The deployment of a camera shall be for an appropriate period of time not exceeding six weeks.
- (v) The CCTV Manager will observe the general provisions of this Code of Practice with regard to the operation of any deployable cameras, and shall ensure the security of any recorded data.

CODE OF PRACTICE
BRENTWOOD BOROUGH COUNCIL
CCTV SYSTEM SCHEDULE 1



August 2016

SCHEDULE 1

1. General Procedure
2. Management Arrangements
3. Legislation
4. CCTV Operation and daily routines
5. Digital Video Evidence
6. Photographic prints
7. Access to the Control Room
8. TownLink Radio
9. Copyright
10. Press releases
11. Complaints Procedure

1.0 General Procedure

General

- 1.1. The monitoring and recording equipment within the Surveillance Camera Control Room (Control Room) consists generally of:
 - Video Wall. This continuously shows the current views of the cameras under the control of the operator.
 - Spot monitors. These show the current view of selected cameras. One monitor is used to relay the images to the Police monitor and another is linked to the Automatic Number Plate Recognition System.
 - Two camera control consoles. These select the rotation, elevation and zoom of the cameras.
 - Digital Network Video Recorder. This simultaneously and continuously records the images being transmitted by all cameras. The recorded images are stored in the Council's secure air conditioned Server Farm.
 - System Review Station. This enables the operators to review all recorded material as well as the ability to make system adjustments through the available software.

2.0 Management Arrangements

- 2.1. The overall management of the CCTV surveillance equipment is under the control and direction of the CCTV Manager. Day to day control of the system is delegated to the CCTV Supervisor and the CCTV Manager.
- 2.2. The cameras are monitored on a 24 hour basis, 365 days a year, by monitoring officers recruited by the Council especially for the task.
- 2.3. The Surveillance Camera Control Room will be staffed by two operatives where possible on a rota basis.
- 2.4. The Council has a comprehensive procedure for recruiting and training staff.

3.0 Legislation

3.1. The operation of the surveillance camera system is governed inter alia by the following legislation: -

- Data Protection Act 1998
- Regulation of Investigatory Powers (RIPA) Act 2000
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Freedom of Information Act 2000

In addition regard will be had to the Information Commissioner and Surveillance Camera Commissioner's Codes of Practice.

4.0 CCTV Operation and daily routines

4.1 There are three main ways in which the system may be used whilst complying with current legislation:

- A CCTV operator may carry out surveillance upon an individual if that individual has been seen to commit an offence.
- A CCTV operator may carry out surveillance upon an individual if that individual has been seen to commit an act, or act in such a way which suggests that the individual may intend to commit an offence.
- A CCTV operator may carry out surveillance in searching for an individual if there are concerns for that individual's personal safety.

4.2 At the start of each shift monitoring staff shall complete the required details in the Surveillance Log. During the course of each shift, staff are expected to carry out continuous surveillance routines utilising all the available cameras.

4.3 A camera routine is defined as a camera operation through 360° or its full horizontal range, at three levels of elevation, monitoring all footways, carriageways around buildings, car park rooftops and alleyways etc. a visual check of each fixed camera will be included.

4.4 If a member of staff detects a suspicious event, or becomes aware of a situation in which the police may have some interest, he should immediately:

- i. Relay the camera image to the monitor at Essex Police
- ii. Inform the Brentwood Police via the direct telephone line, TownLink or Airwave radio depending on the circumstances

- and urgency.
- iii. record a contemporaneous note in the Surveillance database

4.6 As the incident progresses staff shall enter details in the Surveillance database, which will identify the following details:

- i. CCTV camera number(s)
- ii. time the incident was detected.
- iii. name and number of the Police Officer or Officers to whom the incident was reported
- iv. full description of the incident as witnessed
- v. name(s) of the monitoring staff

5.0 Digital Video Evidence

5.1. Essex Police, British Transport Police, Police services from other areas of the United Kingdom and/or the Crown Prosecution Service may be provided with a DVD/CD copy of the original video recording in connection with legal proceedings.

5.2. The Council may use recordings in connection with the performance of statutory duties or other enforcement matters. Police and authorised officers of the Council must follow the procedure set out in 5.3 below.

5.3. Where an authorised officer of the Council is provided with a DVD/CD copy of an original video recording for the performance of statutory duties, the recorded evidence will be governed by the Council's existing written handling procedure prior to an action being taken in court.

5.4. Where the Council has authorised the release of a DVD/CD copy of an original video recording, staff shall enter details in the DVD and Print Copy Register and complete the DVD Seizure Log with the following information:

- i. the reason for the DVD/CD copy and its seizure.
- ii. the name and number of the police officer/authorised officer into whose possession the DVD/CD has now passed.
- iii. the date
- iv. the time
- v. the Police Incident Number
- vi. the signature of the police officer/authorised officer receiving the recording. This will act as a receipt for the DVD/CD whilst in the control of the Police/authorised officer.

5.5. Staff shall also mark the DVD/CD with the Police Incident Number and the DVD and Print Copy Register release number

- 5.6. On the return of a DVD/CD copy to staff, staff shall record within the DVD and Print Copy Register:
- i. The name of the police officer/authorised officer returning the DVD/CD copy.
 - ii. The date
 - iii. The time
 - iv. Staff shall then sign the Log

6.0 Photographic Prints

- 6.1. The System Review Station can produce prints of images from a live screen or a recorded image. Staff may only produce a print when requested to do so by:

- i. a police officer
- ii. the CCTV Supervisor
- iii. the CCTV Manager
- iv. the Head of Paid Service

- 6.2. Staff shall enter all requests for Prints in the Photographic Log. This will include the following:

- i. the date of issue
- ii. the time of issue
- iii. the operators name
- iv. the date printed on the image
- v. the time printed on the image
- vi. the camera number
- vii. the reason for the request
- viii. the name and number of the police officer/authorised officer into whose possession the print has now passed.
- ix. the Police Incident Number

- 6.3. The operator shall complete the DVD and Print Copy Register

- i. the date and time of return of the print
- ii. the date of the prints destruction
- iii. the name of the person returning the print
- iv. the member of staff shall then sign the log

- 6.4. The print must be returned to the Control Room within 31 days for destruction unless used for police evidence purposes or with the agreement of the CCTV Supervisor or the CCTV Manager.

- 6.5. All prints no longer required will be destroyed by shredding and a record of the destruction will be entered in the DVD and Print Copy Register.

7.0 Access to the Control Room

- 7.1. Only the CCTV Manager, CCTV Supervisor, Monitoring staff, the Police and approved persons may access the Control Room.
The CCTV Manager will regularly update the list of approved persons.
- 7.2. No photography, video or audio recordings are allowed in the Surveillance Camera Control Room without the express authority of the CCTV Supervisor or the CCTV Manager.
- 7.3. All persons entering the Control Room must enter their names in the Visitors Log setting out the following:
 - i. the date and time of entry
 - ii. the reason for the visit
 - iii. the time of exit
- 7.4. Control Room staff must, upon arrival, complete the attendance record in the Surveillance Log indicating:
 - i. their name
 - ii. the date
 - iii. the day
 - iv. the shift
 - v. the time on and off duty
- 7.5. Staff shall maintain all Logs at all times.

8.0 Town Link Radio

8.1. The Council actively supports the Town Link Radio scheme, an association of local traders who communicate by open channel radio.

8.2. The association of local traders have been made aware that surveillance camera systems are governed by existing legislation:

- Data Protection Act 1998
- Regulation of Investigatory Powers (RIPA) Act 2000
- Human Rights Act 1998

Procedure

8.3. If an offence has been witnessed, then the radio operator should:

- Call the Brentwood Police
- Contact CCTV monitoring staff and other retailers via the TownLink Radio

8.4. If a crime is currently taking place then the radio operator should:

- Dial 999 or use Airwave radio and give details to the police
- Contact CCTV monitoring and other retailers via the TownLink Radio

8.5. If an act has been witnessed which may lead to an offence being committed then:

- Contact the Control Room via the TownLink Radio

8.6. The Council recognises that an intrusion on an individual's human rights is possible whilst carrying out surveillance. Procedures are in place (see Code of Practice) to ensure that the rights of individuals contained in the Human Rights Act 1998 and the Data Protection Act 1998 are preserved.

8.7. Upon receipt of a call via the Town Link radio or the Brentwood Police, the monitoring staff shall:

- (I) Inform the Brentwood Police of the call if applicable
- (II) Record the details of the call in the Surveillance Log
- (III) Carry out an immediate surveillance routine utilising the required cameras.

9.0 Copyright

- 9.1 The copyright of all recorded images belongs to Brentwood Borough Council.
- 9.2 All requests for CCTV video footage and/or photographs must be by written request to the CCTV Manager.
- 9.3 The Council will only release video images in circumstances that accord with the aims and objectives of the scheme. (See para 2.2 Code of Practice). On no account will images be released which do not meet this requirement.
- 9.4 Prior to the required video clips and/or photographs being released, a written agreement between the Council and the recipient must be completed. This agreement must incorporate the following information:
- i. Full details of the parties signing the agreement
 - ii. The date(s) and times(s) the image(s) was recorded
 - iii. A written description of the content
 - iv. The terms on which the recorded image may be used/shown
- 9.5 Where video clips or photographs are released under 9.4 above, **the identity of any individual shown on the video or photograph must be obscured so that they cannot be recognised or identified.**

10.0 Press Releases

- 10.1 All photographs for use in press releases must be obtained by the CCTV Supervisor. Details of the photograph and its reason for production will be recorded in the DVD and Print Copy Register.
- 10.2 No photograph or editorial may be released for publication without the agreement of the CCTV Manager.

11.0 Complaints Procedure

- 11.1 Any complaint from a resident or member of the public regarding the CCTV system or its use, should in the first instance, be referred to the CCTV Manager, in accordance with the Council's Complaints Procedure (see Code of practice Para 15).
- 11.2 The CCTV Manager will establish the precise nature of the complaint, advising the complainant the matter is being investigated and that a formal response will be made.

- 11.3 If the complaint is of a minor nature and can be dealt with without extensive enquiry or delay, the CCTV Manager will respond to the complainant accordingly. This may include inviting the complainant to view the CCTV system from within the monitoring room.
- 11.4 Complaints will be dealt with as thoroughly as possible in accordance with the Council's Complaints Procedure. A leaflet is available on request.

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5th September 2016

Community, Health and Leisure Committee

**Basildon and Brentwood Public Health Partnership
Strategic Plan**

Report of: *Mark Stanbury Environmental Health Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The Basildon and Brentwood Public Health Partnership Group has the responsibility for delivering this Strategic Plan on behalf of the Brentwood Health and Wellbeing Board, and the Basildon Health and Wellbeing Partnership. The Public Health Partnership will ensure that all partner organisations support the delivery of pertinent services in line with this Strategic Plan. This group acknowledges the wider challenges around the improvement of health and wellbeing amongst the residents of Basildon and Brentwood, but have chosen to prioritise its focus on specific areas where health may be influenced.

2. Recommendation

- 2.1 **That Members approve this Strategic Plan (Version: August-October 2016) produced by the Basildon and Brentwood Public Health Partnership Group, and note that it replaces the Health and Wellbeing Strategy and Work Plan produced by Brentwood Borough Council and approved by Committee in July 2014.**

3. Introduction and Background

- 3.1 This Strategic Plan replaces the Health and Wellbeing Strategy and Workplan of 2014-17 as both Basildon and Brentwood Councils (which share a Clinical Commissioning Group), now have a joint Strategic Plan bringing their common interests in health together. This work is directly aided and supported by Essex County Council through the CCG. In addition, a shared Public Health Improvement Practitioner post has been created to see this work through on behalf of both authorities. Ring-fenced

funding of £26,500 has also been provided to both of these authorities for this work.

4. Issue, Options and Analysis of Options

- 4.1 Member approval is sought as this Plan dictates the work and actions to be taken by both local authorities concerned. The Plan is versioned August-October 2016 as it is continually modified by the authorities in cooperation with the CCG concerned so that it remains reflective of current arrangements and aspirations. The document will be reviewed and updated at each meeting of the Brentwood Health and Wellbeing Board and will be submitted to Council Committee again in late 2017.

5. Reasons for Recommendation

- 5.1 Members are required to approve this Strategic Plan as it directly affects the future health and wellbeing of residents within the Brentwood Borough. It also impacts businesses with regard to providing healthy food choices where reference to the Council's Tuck-In work is concerned.

6. Consultation

- 6.1 No consultation is required in advance of submission of this plan to Committee.

7. References to Vision for Brentwood 2016-2019

- 7.1 With regard to the priority 'Community and Health', this Policy supports 'making Brentwood a Borough where people feel safe, healthy and supported'. It also provides for; 'effective representation of local people's views and needs for improved and accessible health services'.

8. Implications

Legal Implications

Name & Title: Saleem Chughtai, Legal Services Manager

Tel and Email: Saleem.chughtai@brentwood.gov.uk / 07966 891 705

- 8.1 The Legal Services Manager has been consulted and is in agreement with the legal information provided in this report.

Financial Implications

Name & Title: Ramesh Prashar – Financial Services Manger

Email & Tel: Ramesh.prashar@brentwood.gov.uk / 01277 312 743

- 8.1 A grant of £26,500 has been received for Essex County Council to Fund Brentwood's Health and Wellbeing Board objectives and this has been included in the budget.

Other Implications (*where significant*) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.2 There are no asset management implications. There are no equality/diversity or risk management implications.

9. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

None

10. **Appendices to this report**

Appendix A - Basildon and Brentwood Public Health Partnership Strategic Plan (Version August-October 2016)

Report Author Contact Details:

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BASILDON & BRENTWOOD PUBLIC HEALTH PARTNERSHIP STRATEGIC PLAN



Basildon Council
BASILDON • BILLERICAY • WICKFORD



Introduction

The B&BPHP Group has the responsibility for the delivery of this strategic plan on behalf of the Brentwood Health and Wellbeing Board and the Basildon Health and Wellbeing Partnership. The partnership will ensure that all partner organisations support the delivery of pertinent services in line with this strategic plan. This group acknowledges the wider challenges around the improvement of health and wellbeing amongst the residents of Basildon and Brentwood, but have chosen to prioritise its focus on the following areas with very specific actions as detailed in the tables below:

1. **Ageing Well** – Ageing is more widely viewed as a positive concept and it's about ensuring that when we are older we have lives that have value, meaning and purpose, lives through which we can continue to contribute to our families, our communities and the wider economy. It comes with a wide range of challenges for which we continue to spend much time to prepare society. Although we cannot aspire to resolve all these challenges, we will aim to focus our attention on some core areas for improvement and to help the local residents to age well.
2. **Tackling Obesity and Improve Physical Health** – Obesity continues to pose a serious threat to health and wellbeing and is seen as an increasing burden on public services. Regular, physical activity is associated with increased life expectancy and reduced risk of coronary heart disease, stroke, diabetes, hypertension, obesity, and osteoporosis. As part of its commitment to improve health and wellbeing and to assist local residents in becoming more healthy and active, local partners will focus their efforts on a work programme that will promote more physical and recreational activities amongst local residents. We will make best use of local community assets and help to develop other low-cost/no-cost opportunities working collectively.
3. **Mental Health and Wellbeing** - The concept of mental health and wellbeing is not yet sufficiently reflected in the planning, development and everyday delivery of public services. Feelings of contentment, enjoyment, self-confidence, positive self-esteem and engagement with daily living are all a part of mental health and wellbeing. With the growing of number with dementia and mental health conditions, we must continue to work to support those in need and help build self-resilience to cope.

BASILDON & BRENTWOOD COMMUNITIES – HEALTH AND WELLBEING PRIORITIES and ACTIONS (2016-2018)

PRIORITIES	LOCAL OUTCOMES				
Ageing Well	1. People are enabled to live well, safely and independently, for as long as possible in their own homes	2. Older People and Carers are supported to care for themselves and others and have easy access to advice and support	3. Local residents enjoy positive activities and are physically and emotionally healthy	4. People positively support each other within their own communities	5. Local residents have more targeted Mental Health support (locality focus)
Physical Health & tackling obesity					
Mental Health & Wellbeing					
STRATEGIC APPROACH AND COLLECTIVE ACTIONS					
Achieve better from the use of collective resources	Maximise the use of community assets		Promote resilience and positive choices		
Health, local government and community and voluntary sector services working in partnership with local residents to allow every individual to enjoy the best possible health and well-being that they can, to stay independent for as long as possible and to create strong resilient communities. We will map partnership resource against each of the priorities and explore how that resource might be used more efficiently and effectively. We will encourage, new partners to support the delivery of our objectives, for example we will encourage	We will work with local communities to identify and develop locality based assets that will enable them to help themselves and each other; ensuring they have the skills, support and resources to manage these assets on an on-going basis. Residents will be happy and proud to live in their communities and will be valued. They will be enabled to develop and access their own physical and recreational activities that promote healthy living. <i>Optimised utilisation of local provision and use of community assets such as parks, community</i>		We will provide a shared platform for information, advice and guidance (IAG) that enables residents to become more resilient and self-reliant; encouraging them to stop and think before they access public services. We will help residents to understand what they can do to help themselves, how they can help others and what options they have for accessing support when they need it. We will work alongside local communities to develop solutions which meet their needs. We will encourage individuals and families to make well informed choices which will lead to them becoming and		

<p>businesses to boost their contribution through greater commitment to volunteering and mentoring. We will collaborate to better integrate and jointly commission services and support such as for emotional health and wellbeing.</p> <p><i>We will use a range of indicators to measure success, including outcomes delivered as a result of engagement with services and the experience of service users.</i></p>	<p>centres/schools and libraries will be an indication of success.</p>	<p>staying emotionally and physically more healthy.</p> <p>Success will be measured by people reporting a change in behaviour and choices as well indicators like number of attendances at accident and emergency, referrals to social care and increased use of local pharmacies.</p>
<p>Creating opportunities to promote physical and related recreational activities</p>	<p>Mental Health and Wellbeing</p>	<p>Other actions to tackle obesity</p>
<p>We have a shared commitment to assist local residents in becoming more healthy and active. Most people are not regularly active and we are aiming to take on the challenge to encourage more residents to be more active, more often.</p> <p>We will work to align local schemes under the local Active Essex programme.</p> <p>We will agree a Cycling Strategy for Essex and work on developing a real-time detailed mapping process with the intention of establishing a wide network of identifiable on and off-road cycle pathways</p>	<p>We will work with local communities, the voluntary sector and local government to provide hands-on opportunities to people with mental health issues to engage in meaningful activities within a community – centred approach including drop in services such as Brentwood’s Colour Me In drop in service.</p> <p>Initiatives will not only aim to improve the mental health and wellbeing of individuals living within the community but will continue to contribute positively to other aspects of individual’s health, which may include increased physical activity and increased rates of employment.</p> <p>We will build on existing local initiatives and will</p>	<p>We will continue to engage with local food businesses to encourage them to provide healthier food choices, helping to reduce salt, fats and sugar through the reduction of portion sizes, alterations to menus and promoting healthier choices. Promotion of this project will continue to be carried out through both councils webpage’s.</p> <p>Find new and improved methods with the use of technology and media streams to engage with local food businesses and with members of the public to encourage healthier eating schemes.</p> <p>We will work in partnership with schools to explore further opportunities to support them in projects focused on supporting actions to tackle obesity including Live Well Child.</p>

<p>right across the two boroughs.</p> <p>We will also explore further opportunities to promote more children to walk/cycle to school safely and increase their physical activity during school time and after school.</p> <p>We will build on existing schemes and seek further opportunities to help people age more healthily through improved physical fitness and building muscle strength.</p> <p><i>We will use a range of indicators to measure success, including the establishment of designated safe walking and cycling route; the number of schools reporting new schemes in place; the number of new schemes to promote physical health in people aged 50yrs and over.</i></p>	<p>explore further opportunities to promote support networks available within the local areas and to support people living within the community to gain better mental health and wellbeing.</p> <p><i>Success will be measured using a range of indicators including established activities, support groups and drop in sessions aimed at improving mental health and wellbeing; feedback from these sessions; levels of attendance.</i></p>	<p><i>Success will be measured using a range of indicators including the number of food businesses who have pledged to providing healthier food choices within the local area and these food businesses reporting a change in the way they prepare their foods; online data from Essex Weighs IN; Number of schools signing up to healthier schools initiative and (tbc.)</i></p>
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PROJECTS/ACTIONS	Priorities	Local Outcomes	LEAD	MILESTONES	PROGRESS	Resource (estimate)
<p>Mapping Community Assets to identify people living in social isolation: Basildon > Pitsea & Laindon Brentwood > <i>tba</i></p>	<p>Ageing Well Physical Health & tackling obesity Mental Health & Wellbeing</p>	1, 2,	<p>Basildon Mark Bramley Brentwood Mark Stanbury</p>	June 2016 July/August 2016	<p>Basildon Basildon have identified areas likely to have high levels of social isolation to be Pitsea & Laindon Brentwood Still to identify areas.</p>	£1K
<p>Brentwood's Cycling Furtherance Group</p> <p>Mapping of a cycling/walking network across the Borough whilst identifying gaps (e.g. connectivity, signage)</p>	<p>Physical Health & tackling obesity</p>	3	<p>Brentwood Mark Stanbury</p>	Sept ember 2016	<p>Brentwood The group is progressing well. Safe routes across the borough are currently being plotted onto a grid for the use of cyclists. The group are plotting both leisure routes and active travel routes with the hope of increasing physical activity across the borough. The group are also supporting the work of creating safer cycling routes to schools by mapping potential routes for cycle to school initiatives. Further proposals of the group are to use bike hubs, to enable people to hire bikes throughout the borough. Basildon Have started to map current cycle routes across the borough and are working closely with Essex County Council to make</p>	£11K

					improvements to current routes. Basildon are also looking into the possibilities up-scaling bike repair hubs such as the bike hub in Vange.	
<p>Create safe walking and cycling routes, starting with 3 schools across each district</p> <p>Working alongside schools to map of safe routes to schools and develop safe active travel to school groups.</p>	<p>Physical Health & tackling obesity</p>	3	<p>Basildon Mark Bramley Brentwood Mark Stanbury</p>	<p>July/August 2016 - identify possible areas and safe routes</p> <p>September 2016 - engage schools</p> <p>March 2017 - Pilot running</p>	<p>Basildon Currently researching into walking bus schemes and safe routes across the borough. An action plan has now been put together and Basildon aim to engage with schools in September. Brentwood</p>	£3K
<p>Further development of Green Gym initiative</p> <p>Green Gyms are outdoor sessions where participants are guided in practical activities such as planting trees. The emphasis of the project is very much on health and fitness - volunteers warm up and cool down in preparation for a range of light to vigorous activities to suit all abilities.</p>	<p>Mental Health & Wellbeing</p>	3,4,5	<p>Basildon Leah Douglas Brentwood Kim Anderson</p>	<p>October – March 2017 – potential to develop</p>	<p>No update</p>	
<p>Explore the opportunity to extend Outdoor Gyms</p>	<p>Physical Health & tackling</p>	3	<p>Basildon Paul Brace Brentwood</p>	<p>September-October 2016 -</p>	<p>No update</p>	

Outdoor fitness equipment that can be used by the community within park areas.	obesity		Kim Anderson	feasibility		
Develop a joint Dementia Action Alliance for Basildon & Brentwood The Dementia Action Alliance is a movement aiming to bring about a society-wide response to dementia. It encourages and supports communities and organisations to take practical actions to enable people to live well with dementia and reduce the risk of costly crisis intervention.	Ageing Well Mental Health & Wellbeing	1,2,4,5	Basildon & Brentwood Rhiannon Vigor	July 2016- introduction of DAA at Brentwood Health & Wellbeing Board September 2016 - approval Potential January 2017 – Alliance set up	Basildon & Brentwood Brentwood Health & Wellbeing Board has now agreed of a Joint Basildon & Brentwood Dementia Action Alliance (DAA) group. Rhiannon Vigor has met with Geoff Moore (Alzheimer’s Society) to discuss the next steps for creating a DAA. Rhiannon Vigor to write a report of need and to set up a meeting to introduce the project to key groups across both boroughs.	£1K
Use of Essex Connects as a key IAG portal to include linkage with key sites such as Borough Councils, NHS Choices, Active Essex.	Ageing Well Physical Health & tackling obesity Mental Health & Wellbeing	2	Basildon & Brentwood Rhiannon Vigor Basildon Alex Mclellan CVS Chris Evans & John Fry Active Essex Jason Fergus - ECC	March 2017	No update	
Facilitate access to health and wellbeing information and advice through a branding process – Live Well Live Well was developed by Braintree District Council in 2014 to work with partners to	Ageing Well Physical Health & tackling obesity Mental Health & Wellbeing	1,2,3,5	Basildon & Brentwood Rhiannon Vigor	September 2016 - explore potential to adopt LiveWell brand	Basildon & Brentwood Rhiannon Vigor to attend Live Well meeting at Braintree District Council in September to discuss the possibilities of adopting the Live Well brand.	

<p>improve health & wellbeing across the district using strong branding, designed to encourage residents to adopt healthy lifestyle behaviours.</p>						
<p>New actions to reduce fuel poverty</p> <p>A household is said to be in fuel poverty if their fuel costs are above average, and when having paid for fuel, they are left with an income below the official poverty line. The joint partnership group aim to create new action to support those living in fuel poverty.</p>	<p>Ageing Well Physical Health</p>	<p>1,2</p>	<p>Basildon Phil Easteal Rachel Glover Brentwood Heather Ziervogel CVS Chris Evans</p>	<p>September 2016 – evidence presented</p> <p>October 2016 – plan agreed</p>	<p>Basildon Rhiannon Vigor to meet with Chris Evans and Rachel Glover to discuss the Stay well this winter campaign in Basildon. Rhiannon Vigor to have discussions with Phil Easteal regarding options paper of fuel poverty. Brentwood Rhiannon Vigor to speak with Chris Evans about how is leading the Stay well this Winter initiative in Brentwood.</p>	<p>£2K</p>
<p>Explore the potential to roll out the Live Well Child initiative</p> <p>Livewell Child is a project currently within development at Braintree District Council. The initiative aims to halt the rise in childhood obesity and increase physical activity by working in partnership with schools, community groups, leisure providers and local businesses using the (EPODE model).</p>	<p>Physical Health & tackling obesity</p>	<p>3</p>	<p>Basildon Rhiannon Vigor ECC Laura Taylor-Green</p>	<p>March 2017</p>	<p>Basildon & Brentwood Rhiannon Vigor to attend Livewell Child workshop at Braintree District Council in September.</p>	

<p>Support wider Mental Health prevention strategy</p> <p>To contribute to the Essex Mental Health Prevention Strategy through improving;</p> <ul style="list-style-type: none"> • Access to Services • Supporting Community Assets • Access to voluntary employment/encampment opportunities • Promoting physical activity and good mental health. 	<p>Mental Health & Wellbeing</p>	<p>3,5</p>	<p>Basildon Ndunge Kivuitu Brentwood Lucy Gill</p>	<p>July/ August 2016 - Agree main priorities</p> <p>December 2016 - agree plan</p> <p>September 2017 – review plan</p>	<p>Basildon Rhiannon Vigor to meet with Ndunge Kivuitu to discuss and develop and action plan.</p> <p>Brentwood Lucy & Rhiannon have met to discuss Brentwood’s contribution to the Essex Mental Health Prevention Strategy. The Public Health England Community /Mental Health Toolkit is out in December which will show our key areas for focus, however, current data aligning with the Essex Health & Wellbeing Strategy, plus the Essex Mental Health Joint Strategic Needs Assessment (March 2016), we will be focussing on four overall main priorities listed within the actions/projects.</p>	<p>£3K</p>
<p>Fitness in mind</p> <p>The initiative is designed to promote, encourage and provide physical activity as an aid to mental wellbeing. The initiative is currently run from the Brentwood Leisure Centre. In order for this work to continue to improve health outcomes locally, the proposal of up-scaling the project across the borough.</p>	<p>Mental Health & Wellbeing</p>	<p>3,5</p>	<p>Basildon Paul Brace Brentwood Lucy Gill Fitness in Mind Wayne Banks (Brentwood Centre)</p>	<p>September 2016 – feasibility for Basildon</p> <p>March 2017 – feasibility of up-scaling across Brentwood</p>	<p>Basildon & Brentwood Rhiannon Vigor to meet with Fitness in Mind to discuss potential of working together to upscale the project in Brentwood and introduce in Basildon.</p>	

<p>The Great Outdoors Project</p> <p>A potential initiative for Basildon to improve health outcomes from using outdoors open spaces. This can be self-referred or GP referred.</p>	<p>Physical Health & tackling obesity</p>	<p>3</p>	<p>Basildon Paul Brace Healthy Living Solutions Sue Bayles</p>	<p>tbc</p>	<p>No update</p>	
<p>Action to prevent the risk of slips and falls in collaboration with the CCG (tbc)</p> <p>The Joint partnership aims to work together to create actions to prevent the risk of slips and falls.</p>	<p>Ageing Well</p>	<p>1, 3</p>	<p>Basildon Phil Eastal Paul Brace Brentwood CGG David Fazey</p>	<p>tbc</p>	<p>No update</p>	<p>£1K</p>
<p>Expand the Tuck IN scheme</p> <p>Tuck IN is a new Essex-wide campaign, working alongside takeaway businesses. It aims to reduce salt, sugar and saturated fat in foods and encourage positive lifestyle choices.</p>	<p>Physical Health & tackling obesity</p>	<p>4</p>	<p>Basildon Rachel Glover Brentwood Elaine Hanlon</p>	<p>March 2017</p>	<p>Basildon & Brentwood Both Basildon and Brentwood to aim to reach target of 50 food businesses signed up to the project by March 2017. To date: Basildon – 33 food businesses Brentwood – 14 food businesses</p>	
<p>Development of the Social Prescribing programme across Basildon and Brentwood</p> <p>Social prescribing is currently operating in two GP surgeries in Basildon. Social Prescribing links people with non-medical sources of support provided within the local community including; physical activity,</p>	<p>Ageing Well Physical Health & tackling obesity Mental Health & Wellbeing</p>	<p>2,3</p>	<p>CVS Chris Evans CCG Dave Fazey</p>	<p>On-going</p>	<p>Basildon Discussed they have crossed over 100 referrals, there has been 20-30 group referrals and volunteers have been supporting individuals journeys. He also mentioned 10 people have taken on volunteering work. Brentwood Rhiannon Vigor to discuss with Chris Evans intentions for Social</p>	<p>£1K</p>

social groups, education, creativity and support and advice.					Prescribing in Brentwood.	
<p>VARIOUS PHYSICAL ACTIVITY opportunities and planning to be explored in collaboration with Active Essex and partners (TBA)</p> <p>Potential Projects to be discussed</p> <ul style="list-style-type: none"> • Forever Young • Football Memories • Pop up events in the park • Using empty high street shops for table tennis during the school holidays 	<p>Physical Health & tackling obesity</p>	3	<p>Active Networks Basildon: Steve Mitchell Brentwood: Bob McIntock</p>	Continuous	<p>Basildon & Brentwood Rhiannon Vigor has met with Steve Mitchell to discuss potential physical activity projects that could be introduced across both boroughs. Rhiannon Vigor to meet with Steve Mitchell to create action plan for projects.</p>	£3K
<p>INCREASING UPTAKES OF VACCINATIONS Increasing MMR and Flu Vaccinations</p>	<p>Increasing vaccination uptake (Brentwood only)</p>		<p>Brentwood Mark Stanbury</p>	On-going	<p>Brentwood Signposting information has been placed upon the Brentwood Borough Council Website.</p>	

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Community, Health and Leisure Committee

1. The functions within the remit of the Community, Health and Leisure Committee are set out below
 - 1) Community and Localism Initiatives including Assets of Community Value
 - 2) The Voluntary Sector and community partnerships
 - 3) Leisure and cultural initiatives.
 - 4) Parish Council liaison
 - 5) Health and Wellbeing
 - 6) Grants to organisations/voluntary organisations.
 - 7) Parks, open spaces, countryside, allotments
 - 8) Environmental Health
 - 9) Environmental nuisance and pollution controls
 - 10) Other miscellaneous powers enforced by Environmental Health
 - 11) Food safety and health and safety
 - 12) Community Safety and CCTV
2. To take the lead on community leadership and consultation with stakeholders.

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