



LEICESTERSHIRE SAFER COMMUNITIES STRATEGY BOARD

Friday, 22 March 2019 at 10.00 am

Sparkenhoe Committee Room - County Hall

Agenda

1. Introductions
2. Minutes of previous meeting. (Pages 3 - 10)
3. Matters arising
4. Declarations of interest
5. LSCSB Performance Update - Quarter 3. (Pages 11 - 16)
6. Office of Police and Crime Commissioner Update.
Paul Hindson, Chief Executive at the OPCC, will provide an oral update.
7. Domestic Abuse Redesign and Re-commissioning Update.
A presentation will be provided by Gurjit Samra Rai (Community Safety Manager).
8. Victim First. (Pages 17 - 26)
9. Supporting Leicestershire Families. (Pages 27 - 32)
10. Early Help Review.
Chris Thomas, Head of Service - Early Help, will provide an oral update.
11. CCTV Lamppost Testing. (Pages 33 - 50)
12. Other business



13. Date of the next meeting.

The next meeting is scheduled to take place on 14 June 2019 at 10:00am.



Minutes of a meeting of the Leicestershire Safer Communities Strategy Board held at County Hall, Glenfield on Monday, 10 December 2018.

Present

Ivan Ould CC	Leicestershire County Council
Cllr. Lee Breckon JP	Community Safety Partnership Strategy Group Chair - Blaby District Council
Cllr. Mike Hall	Community Safety Partnership Strategy Group Chair - Hinckley and Bosworth District Council
Cllr. Malise Graham MBE	Community Safety Partnership Strategy Group Chair - Melton Borough Council
Cllr. Trevor Pendleton	Community Safety Partnership Strategy Group Chair - N. W. Leicestershire District Council
Cllr. Michael Rickman	Community Safety Partnership Strategy Group Chair – Harborough District Council
Cllr. Deborah Taylor	Community Safety Partnership Strategy Group Chair – Charnwood Borough Council
Superintendent Shane O’Neill	Leicestershire Police
Matt Cane	Leicestershire Fire and Rescue Service
Joshna Mavji	Public Health
Grace Strong	The Derbyshire, Leicestershire, Nottinghamshire & Rutland Community Rehabilitation Company

Officers

Keith Aubrey	Melton Borough Council
Rik Basra	Leicestershire County Council
Anita Chavda	Leicestershire County Council
Chris Brown	North West Leicestershire District Council
Thomas Day	Harborough District Council
Sally Johnson	Leicestershire County Council
Gurjit Samra-Rai	Leicestershire County Council/Office of the Police and Crime Commissioner
Richard Newing	Leicestershire County Council
Avril Lennox MBE	Oadby and Wigston Borough Council
Chris Traill	Charnwood Borough Council
Rebecca Holcroft	Blaby District Council

Others

Mike Sandys	Director of Public Health, Leicestershire County Council
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Apologies for absence

Cllr. Kevin Loydall	Community Safety Partnership Strategy Group Chair - Oadby and Wigston Borough Council
Cllr. Alan Walters	Rutland County Council
Sharon Stacey	Hinckley and Bosworth Borough Council
Mark Smith	Oadby and Wigston Borough Council
Paul Hindson	Office of the Police and Crime Commissioner
Mina Bhavsar	Named Professional (Safeguarding Adults). (LLR CCG Hosted Safeguarding team) representing Ket Chudasama; Ast Director of Corporate Affairs
Chief Superintendent Andy Lee	Leicestershire Police
Superintendent Natalee Wignall	Leicestershire Police

29. Introductions

The Chairman welcomed everyone to the meeting and introductions were made.

30. Minutes of previous meeting.

The minutes of the meeting held on 1 October 2018 were taken as read and confirmed as a correct record.

31. Matters arising

There were no matters arising from the minutes of the meeting held on 1 October 2018.

32. Declarations of interest.

The Chairman invited members who wished to do so to declare any interests in respect of items on the agenda for the meeting.

The Chairman himself declared a personal interest in agenda item 5: Health and Wellbeing Board as he was a member of the Health and Wellbeing Board.

No other declarations were made.

33. Health and Wellbeing Board.

The Board considered a report of the Director of Public Health which provided an update on work ongoing to strengthen links between the Leicestershire Safer Communities Strategy Board and the Health and Wellbeing Board. A copy of the report marked 'Agenda Item 5', is filed with these minutes.

The Board welcomed the Director of Public Health to the meeting for this item.

Arising from discussions the following points were noted:

- (i) Members raised concerns that the substance misuse service Turning Point did not liaise with partners enough and could contribute more to wider community safety work. In particular District Councils needed more information from Turning Point about the specific individuals accessing the substance misuse service so they could assess whether the housing provided to them was appropriate for their needs. In response the Director of Public Health explained that the remit of the Turning Point contract was to provide a treatment service for individuals with drug and/or alcohol misuse problems; not to carry out wider community safety work. However, reassurance was given that data was collected from Turning Point regarding whether the person receiving treatment for substance misuse had a housing need and that liaising with housing providers was part of Turning Point's role. Members felt it would be beneficial for examination of the contract with Turning Point to take place to ensure that Turning Point were being asked to contribute to community safety as fully as possible. The Director of Public Health reminded members that the Public Health Department offered broader support for people with substance misuse problems and other related issues.
- (ii) Members congratulated officers for the success in receiving funding from the Ministry of Housing, Communities and Local Government which was intended to expand support for survivors of domestic abuse in Leicestershire. In response to a question from a member it was clarified that all the proposed units of refuge accommodation in Leicestershire were for females. There was not the need in Leicestershire for refuge accommodation for males as men did not typically use refuge accommodation. However, there was refuge accommodation available nationally which males from Leicestershire could be referred into. Due to the increasing number of males coming forward to report Domestic Abuse the need for refuge accommodation for men in Leicestershire would be kept under review.
- (iii) In response to a suggestion from the Chairman that knife crime should also be a joint priority for the Public Health Department and the Leicestershire Safer Communities Strategy Board, the Director of Public Health acknowledged that knife crime was a key issue and better partnership working could take place between the police and Health partners on the issue, for example providing data on patients that attended Emergency Departments with knife related injuries. It was noted that Public Health England (PHE) were on the Knife Crime Board but PHE were a national body and there needed to be more local link up. Superintendent O'Neill suggested that a meeting could take place between the police and Public Health Department and the Director of Public Health was in agreement.
- (iv) A member emphasised that in addition to tackling suicide it was important to focus on wider mental health issues. The Director of Public Health provided reassurance that there were many services in place for tackling mental health some of which

could be accessed via First Contact Plus and Local Area Co-ordinators. Mental Health was a central part of the People Zones project where the aim was that public bodies would work collaboratively to address the social problems for a particular area.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the priorities jointly held with the Health and Wellbeing Board be supported.

34. LSCSB Performance Update - Quarter 2.

The Board considered a report of Rik Basra, Community Safety Co-ordinator at Leicestershire County Council, the purpose of which was to update the Board regarding Safer Communities Performance for Quarter 2 of 2018/19. A copy of the report marked 'Agenda Item 6', is filed with these minutes.

Rik Basra informed that he was considering other Key Performance Indicators for Hate Crime which he could report to the Board to supplement the data.

In response to a question from a member Rik Basra explained that SafeLives was a national domestic abuse charity which recommended that the level of repeat referrals for an established MARAC should not be over 40%. If repeat referrals were over 40% then MARACs would need to scrutinise their methodology. The Member suggested that as the rate for Leicestershire was nearly 40% then the Leicestershire MARAC should already be thinking about scrutinising its methodology and Rik Basra agreed to ask the MARAC whether it was confident that the processes in place were adequate.

In response to a question from a member Rik Basra stated that he was not aware of any intelligence which indicated that burglary was being underreported. It was noted that there had been a spate of burglaries in the Charnwood area of properties where foreign students resided and it was important to make sure foreign students were aware how to report crime and to lock up their valuables.

Members noted that the Key Performance Indicator for Anti-social Behaviour (ASB) related to public perception rather than incidents of ASB reported to the police and Members asked for more statistics on actual incidents of ASB and an indication of trends. Rik Basra explained that he would be reviewing all the Key Performance Indicators which were reported to the Board and he would give consideration to how the ASB Indicator could be amended to provide the information Members required.

Discussion took place regarding the negative effect social media could have in making the general public believe that certain crime types were more prevalent than they actually were. However, it was noted that social media could also play a role in tracking down perpetrators of crime and locating stolen goods.

RESOLVED:

That the contents of the report be noted.

35. Community Safety Agreement.

The Board considered a report of Rik Basra which presented the Leicestershire County Community Safety Agreement for approval. A copy of the report, marked 'Agenda Item 7', is filed with these minutes.

The Chairman and Rik Basra agreed to have a discussion outside of the meeting regarding communicating with groups that were not represented on the Board particularly those relating to exploitation of children.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the Community Safety Agreement be approved and adopted.

36. Update Hate Incident Strategy.

The Board considered a report of Anita Chavda, Community Safety Officer, Leicestershire County Council, which presented the revised Leicester, Leicestershire and Rutland (LLR) Strategy Statement for Tackling Hate. A copy of the report, marked 'Agenda Item 8', is filed with these minutes.

RESOLVED:

- (a) That the amended LLR Strategy Statement for Tackling Hate be approved.
- (b) That accountability for the monitoring of the Strategy and action plan be held by the LLR Senior Officer Group and the LLR ASB and Hate Strategy Group.

37. LSCSB Update: Office of the Police and Crime Commissioner.

The Board received a report from the Office of the Police and Crime Commissioner which provided an update on work undertaken to develop clearer governance surrounding its work with Community Safety Partnerships and the development of People Zones. A copy of the report, marked 'Agenda Item 9', is filed with these minutes.

The Chairman reported comments which had been submitted in writing by Cllr. Alan Walters of Rutland County Council regarding the proposed governance arrangements and in particular concerns that there was insufficient input from elected members in the structure. In response it was acknowledged that there did need to be a clear distinction between the role of officers and the role of members, and an understanding that members set the policy and overall strategy, however there was a need for officers to carry out most of the preparatory work before members made a decision and therefore this was why the governance structure was set out as it was. Members should be cautioned against getting too involved in the practical work.

Consideration was being given to using community panels to lead on the People Zones within each locality however whilst the police and local councillors attended these panels which was positive, the Panels also included community members and it may not be appropriate for some of these people to be party to some tactical discussions. Therefore consideration was being given to whether Joint Action Groups could be strengthened and would be a more appropriate forum for leading on the People Zone work.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the proposed governance structure for the community safety partnerships, Strategic Partnership Board and People Zones be supported.

38. Ministry of Housing, Communities and Local Government Bid (The Hope Project).

The Board considered a report of Gurjit Samra-Rai, Community Safety Team Manager, Leicestershire County Council, which provided an update on a successful bid for funding from the Ministry of Housing, Communities and Local Government, and the LLR Domestic Abuse and Sexual Violence Service generally. A copy of the report, marked 'Agenda Item 10', is filed with these minutes.

In response to a request from a member, Gurjit Samra-Rai agreed that liaison and communication would take place with Community Safety Partnerships regarding the redesign and recommission of the Information and Support Service for Sexual and Domestic Violence.

It was noted that an officer would be recruited to work with local authority housing departments to make improvements across the sub-region and potentially adopt processes similar to those used by the Pan London Domestic Violence Project. It was hoped that the improvements would include a more consistent and strengthened offer across LLR with regards to provision for victims of Domestic Abuse. Housing providers would receive training on their duties which would enable them to signpost those in need to other services. It was agreed that the link to the website for the PAN London Domestic Violence Project would be circulated to LSCSB attendees.

Members were recommended to attend a United Against Violence and Abuse (UAVA) workshop as this would provide greater understanding of the work of UAVA.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That a further update on the LLR Domestic Abuse and Sexual Violence Service and the Hope Project be presented to a future meeting of the Board.

39. Other businessCCTV cameras

Members raised the issue of the application process for attaching CCTV cameras to lampposts and in particular the cost of structurally testing the lampposts to ensure that they were capable of carrying the additional load. The Board welcomed Richard Newing, Senior Engineer, Environment and Transport Department, Leicestershire County Council, to the meeting for this item to answer questions.

Richard Newing informed that all local authorities were required to have lampposts structurally tested before CCTV cameras were placed on them. It was clarified that the organisation wishing to attach the CCTV cameras to the lamppost would be required to

pay for the lamppost columns to be structurally tested at their own expense as this was not provided for in the Leicestershire County Council budget. However, if the lamppost did fail the structural test then it would be replaced at the expense of Leicestershire County Council. The company that carried out the structural testing was based in Newcastle therefore it was cost effective for as many lampposts to be tested as possible whilst the company was carrying out work in the Leicestershire area. If the company were already in Leicestershire then the price would be £40 per column however the cost would be higher if the company were required to travel to Leicestershire specifically for that lamppost. It was further explained that it was not possible to make a calculation of whether a generic lamppost could hold the weight of a CCTV camera because although they were all designed the same, some were structurally weaker due to the vagaries of the manufacturing process. Therefore every single lamppost needed to be tested. It was questioned whether Leicester City Council structurally tested the lampposts in the city of Leicester area before placing CCTV cameras on them.

It was noted that installation of the CCTV cameras could be over £1000 per installation. Members viewed this cost to be excessive if the CCTV camera was only required to be in place for a few weeks.

RESOLVED:

- (a) That the contents of the oral update be noted;
- (b) That officers be requested to provide a further report on CCTV cameras and lamppost testing for the next meeting of the Board.

40. Exclusion of the press and public.

RESOLVED:

That under Section 100A of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 3 and 10 of Part 1 of Schedule 12A of the Act and that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information – **Serious Organised Crime – County Lines.**

41. Serious Organised Crime - County Lines.

The Board received a report and presentation from Superintendent Shane O'Neill regarding Serious Organised Crime and in particular County Lines drug trafficking into Leicester, Leicestershire and Rutland. The report was not for publication by virtue of paragraphs 3 and 10 of Schedule 12A of the Local Government Act 1972.

RESOLVED:

- (a) That the contents of the report be noted;
- (b) That the Board endorses that Community Safety Partnerships:
 - i. Proactively raise awareness of the signs of county lines across front line teams across local authorities and have a clear and unambiguous process for escalation if it is suspected or discovered;

- ii. Target awareness raising in the areas of threat, such as secondary schools, children's homes and pupil referral units, this list is by no means exhaustive;
 - iii. recognise and embed County Lines as a community safety issue, ensuring it features in published community safety action plans and strategies within local authorities and develop best practice to minimise its impact when identified; and
 - iv. Support local and national campaigns as they are developed delivered through each agencies communications network to inform the public increase resilience to County Lines developing.
- (c) That officers be requested to provide a further report on County Lines for a future meeting of the Board.

42. Date of the next meeting

RESOLVED:

That the next meeting of the Board take place on 22 March 2019 at 10:00am.

1.00 - 3.10 pm
10 December 2018

CHAIRMAN

LEICESTERSHIRE SAFER COMMUNITIES STRATEGY BOARD

22ND MARCH 2019

SAFER COMMUNITIES PERFORMANCE 2018/19 Q3

Introduction

1. The purpose of this report is to update the Leicestershire Safer Communities Strategy Board (LSCSB) regarding Safer Communities performance for 2018/19 Q3. The Safer Communities dashboard is shown at Appendix 1.
2. The dashboard shows the performance of each key performance indicator (KPI). It includes rolling 12 months trend data, collated comparative data showing most similar group (MSG) ranking and, more locally, charts showing how district councils compare.

Overall Performance Summary

3. Burglary, vehicle, and violence with injury offences have all stabilised with the current rolling 12 months showing fewer offences than the previous rolling 12 months. Overall crime however is still showing an increasing trend. Most crime categories are performing in line or lower than the regional average, (paragraph 7-11).
4. The Anti-Social Behaviour (ASB) key performance indicator (KPI) is drawn from a question in the Community Based Survey (CBS), *'the % of people that agree that ASB has decreased or stayed the same'*. This KPI had previously shown an adverse falling trend, this movement has slowed and is starting to level out, (paragraph 18-19).
5. Repeat Multi Agency Risk Assessment Conference (MARAC) referrals are 42% which is above the upper recommend SafeLives threshold of 40% (Paragraph 16).
6. Performance with regard to each priority is outlined below.

Ongoing Reductions in Crime

7. Residential burglary rates fell between Jan - April 2018 and then stabilised for a few months. Levels began to rise again in September 2018. The current rolling 12 month figure is 4.9 offences per 1000 population which is lower than the previous rolling 12 months. Current rates are in line with the regional average.

8. The offence rate for all Burglary, i.e. both residential and commercial burglaries, is 6.81 per 1000 population. This is a 13% reduction on the previous rolling 12 months; the current rate is in-line with the regional average.
9. Vehicle crime incorporates theft of vehicle, theft from vehicle & vehicle interference. There was a seasonal peak in vehicle crime in October 2018, since then there has been a positive decreasing trend. The current rolling 12 months has 10% fewer vehicle offences than the previous rolling 12 months. The current rate per 1000 population is 7.2 which is in-line with the regional average.
10. The upward trend in violence with injury rates has stabilised and there has been a slight decreasing trend over the last 6 months to 4.65 offences per 1000 population. Leicestershire is well below the regional average of 8.9 offences per 1000 population.
11. In summary, total reported crime in Leicestershire County for Q3 2018/19 is continuing its upward trend with an overall year on year increase of 9%. The increase follows a regional trend. The current rate is 63 crimes per 1000 population which is better than regional average of 74 crimes per 1000 population.

Reducing Re-offending

12. Integrated Offender Management (IOM) data monitors the Leicester, Leicestershire and Rutland (LLR) overall reoffending rate amongst a representative cohort of offenders. However, the data has limitations:
 - (a) Performance is measured annually across LLR and until recently had shown a positive trend with a reduction in reoffending over time: 2014/15 - 40%, 2015/16 - 41% and current rolling 12-month figure 26.4% reduction (age 18-24 48.33% reduction).
 - (b) The latter figure is clearly out of kilter with the data trend. This is attributed to a move towards managing and mitigating the harm caused by violent offenders as opposed to prolific offenders. The changes make current trend comparisons problematic.
13. Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company (DLNR CRC) has developed the 'Reoffending Analysis Tool' (RAT). The RAT re-offending rate for the two previous cohorts shows a relatively stable picture as follows:
 - Closed Sept 2018 for Leics 38.78% Notts 36% and Derbys 39.76%.
 - Closed Dec. 2018 for Leics 37.5 % Notts. 40.63% Derbys 38.74%.
14. The first-time entrants (FTE) entering the Criminal Justice System (CJS) aged 10-17; Over the previous three years the yearly cumulative FTE totals were, 190 in 2014/15, 124 in 2015/16, and 126 in 2016/2017 and a notable 104 FTE's 2017/18, which is the lowest recorded since 2005. For the current financial year latest figures April to Dec 2018 show there have been 76 FTEs.

15. The April 2017 to March 2018 re-offending rate by young offenders was 0.71. This was a notable performance improvement of 0.20 points when compared with the same period the previous year (0.91). The latest data Apr-Sept 2018 shows a stable rate of 0.72.

Repeat Victimisation and Vulnerable Victims

16. The rolling 12 month figure as at September 2018 for Repeat Multi Agency Risk Assessment Conference (MARAC) referrals are at 42% which is above the SafeLives upper recommend threshold of 40%. This is an increase of 8% when compared to the yearend figure at March 2018. SafeLives is a national charity dedicated to ending domestic abuse (DA). Enquiries regarding this rise reveals it is mainly attributable to a change in the definition of a repeat referral. Previously Violence or threat of violence was required, now all repeat contact at standard risk meets the threshold for repeat referral.
17. The number of United Against Violence and Abuse (UAVA) referrals has increased to 1235. Part of this increase is due to a change in the raw data extraction in Quarter 3, which now includes all referrals to services, including those awaiting acceptance.

Anti-Social Behaviour (ASB) and Satisfaction

18. In 2017/18 the Community Based Survey (CBS) was recommissioned with a new question set agreed. The question used to assess perceptions of ASB going forward: is "*% of people that agree ASB has decreased or stayed the same*".
19. In Q3 79% of respondents agreed that ASB had decreased or remained the same. This value is down 2% on the comparable value in Q3 2017/18. The rate of decline has slowed with only a 1% difference over the last 3 quarters. The established quarter response to this question is usually between 92% and 97% the current figure therefore shows a sustained and marked downward trend in this KPI.

Preventing terrorism and radicalisation

20. Hate incident reporting at 0.83 incidents per thousand is similar to the previous rolling 12 months (0.81). The figures show that 70% were racial in nature, 14% were classified as sexual orientation and 8% were classified as disability. Numbers remain relatively low.

Key Performance Indicator (KPI) Development

21. The current reporting regime has utilised the same KPI's for some time and feedback suggests a review and update is due.

22. The proposal to update performance indicators is twofold;
- (a) Retain the current five performance category's but broaden the breadth and range of performance indicators within each. e.g. Under the 'Reducing ASB' outcome supplement the current CBS survey question with additional KPI's such as the number of ASB reports, ASB trend/seasonal data etc.
 - (b) To improve partner access to the performance data with localised breakdown where available. Some preliminary work has commenced with a draft framework available to view here...
https://tableau.leics.gov.uk/views/DraftSaferPerformanceDashboard/SaferDashboard?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no

Recommendations

23. The Board;
- (a) Note the 2018/19 Q3 performance information.
 - (b) Approve continued development of the online portal and additional key performance indicators.

Officers to Contact

Rik Basra
Community Safety Coordinator
Tel: 0116 3050619
E-mail: rik.basra@leics.gov.uk

Appendices

Appendix 1- Safer Communities Performance Dashboard Quarter 3, 2018/19

Appendix 1 - Safer Communities Performance Dashboard Quarter 3, 2018/19

Outcomes	Overall Progress RAG	Supporting Indicators	Year end updated (2017-18)	Current Year Q3 rolling 12month (2018-19)	Current Direction of Travel	Progress	Nearest Neighbour Comparison	County Comparison	District Comparison
Ongoing reductions in crime	A	Total Crime rate (per 1,000 population)	60.00	63.05	↓	A	3/9	Top	
		Residential Burglary rate (per 1,000 population)	5.11	4.89	→	A	5/9	Average	
		Burglary Rate (Includes residential, business & community)	7.67	6.81	↑	A	5/9	Average	
		Vehicle Crime rate (per 1,000 population)	8.31	7.65	→	A	6/9	Average	
		Violence with Injury rate (per 1,000 population)	4.90	4.65	→	A	2/9	Top	
Reduce offending and re-offending	G	% Reduction in offending by IOM & PPO Offenders*	41%	26.4%	→	G	-	-	
		Rate of re-offending by young offenders (local data, Leics&Rutland)	0.71 April - Mar 2016	0.72 April - Sep 2018	→	G	-	-	
		Number of first time entrants to the criminal justice system aged 10 - 17 (Leics& rutland)	104	76 (Apr- Dec 18)	↑	G	Top		
Protect and support the most vulnerable in communities	G	% of domestic violence cases reviewed at MARAC that are repeat incidents	34%	42% Oct17-Sep18	↓	A	-	-	
		Number of UAVA referrals to domestic abuse support services (adults). Includes sexual violence referrals.	1074	1235**	→	G	-	-	
Continue to reduce anti-social behaviour	G	NEW - % of people that agree ASB has decreased or stayed the same.	80.7%	79.4%	→	A	-	-	
Prevent people from being drawn into terrorism with a focus on working in partnership to reduce the risk of radicalisation	A	Reported hate incidents (per 1,000 population)	0.81	0.83	→	G	-	-	

*Includes a greater proportion of high risk of harm nominals that tend to be more prolific in their offending.

**Referrals to services now include those waiting to be accepted. This change has been approved by UAVA.

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Victim First

An integrated service for Victims & Witnesses
in Leicester, Leicestershire and Rutland

SERVICE UPDATE

Leicestershire Safer Communities Strategy Board

22nd March 2019

WHO ARE WE?

- Free, independent and confidential support service for any victims and witnesses of crime for residents of Leicester, Leicestershire and Rutland
- Support is free for everyone and there are no set time limits
- We are based all around LLR, but our main hub is based at FHQ.
- We are open from:
 - Monday – Saturday 9am – 6pm
 - Wednesday – 9am – 8pm



WHO ARE WE?

- Commissioned by the PCC
- Delivered by Catch22
- Professional team from a variety of backgrounds:
 - 8 x Caseworkers
 - 2 Specialist Caseworkers (CYP and RJ)
 - 2 x Senior Caseworkers
 - 1 x Administrative Data Analyst
 - 1 x Deputy Head of Service
 - 1 x Head of Service
 - Volunteer Support Workers
 - Mental Health Nurse



WHAT SUPPORT DO WE OFFER?

- We offer:
 - Emotional Support
 - Information, advice and advocacy
 - Crime prevention measures – Target Hardening
 - Access to Hardship Fund
 - Access to (and coordination of) Specialist support
 - Restorative Justice
 - Mental Health support



The Support Journey

Referral and Triage

Police or agency receive consent from victim / witness to refer to Victim First.

Alternatively, victims can self-refer by calling or emailing in.

The case then gets allocated the following day.

Assessment and Plan

Allocated Case Worker contacts victim by phone to offer support within 48 hours of receiving referral.

Case Worker undertakes a detailed Needs Assessment with the victim.

Support plan is jointly agreed based on the victim's needs and wishes

Provide Support

Support may include:

Any of the areas previously explained including Emotional, or practical support

Summarise the support and any agreed tasks (such as booking a GP appointment, speaking to an OIC etc.) look to schedule follow up call/ meeting .

Review

All support plans are reviewed by the caseworker and the service user after one month (or sooner if the needs of the service user change before this date).

Once the victim feels that all the actions in the support plan have been achieved, we will agree to close the case.

A final review of the support plan will take place at this stage, including an evaluation of the effectiveness of the support provided.

Post Support

Victims can self-refer, or be referred back to us by other agencies after their case has been closed if they feel they need further support in the future.

STATISTICS AND FEEDBACK

Between October – December 2018:

- We offered support to **4,186** new referrals
- We provided enhanced support to **512** victims
- We provided emotional support via phone to **405** victims
- We provided advocacy to **65** victims
- We also provided standard support to **2,666** including information via post, signposting to our website
- **92.9%** of victims were satisfied with their overall Victim First experience



“...If you need to talk to someone they are there for you and that is really good”

“They showed me empathy and had time for me to express my concerns and I didn't feel rushed”

“They actually are there for you not just over the phone but they actually are there for you. If you need to talk to someone they are there for you and that is really good”

SPECIALIST LEAD AREAS

- All Victim First staff have been assigned one or more specialist lead areas, with a brief to:
 - build partnerships
 - promote the work of Victim First within this area
 - increase their own awareness of the specialist area
 - through research
 - disseminate this learning throughout Victim First



HOW TO CONTACT US

- Give us a call on **0800 953 95 95** if you have any queries – we're always happy to help
- Alternatively, drop us an email to support@victimfirst.pnn.gov.uk
- Check out our website: www.victimfirst.org
-  Follow us on Twitter: **@Victim1st**
-  Like us on Facebook: **@Victim1st**
-  Follow us on Instagram: **@Victim1st**





ANY QUESTIONS?

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LEICESTERSHIRE SAFER COMMUNITIES STRATEGY BOARD

22 MARCH 2019

LSCSB UPDATE: SUPPORTING LEICESTERSHIRE FAMILIES (SLF)

Background

1. Leicestershire County Council (LCC) were early adopters of Phase Two of the expanded Troubled Families programme, after a successful first phase. The programme purposefully left the 'troubled families' title and operated under the name of Supporting Leicestershire Families (SLF). The Troubled Families programme remains in Phase Two and the inclusion of families into the programme is based upon a cluster of six headline issues. To be eligible for the expanded programme, each family must have at least two of the following six problematic areas:
 - i. Parents or children involved in crime or anti-social behaviour;
 - ii. Children who have not been attending school regularly;
 - iii. Children who need help: children of all ages, who need help, are identified as in need or are subject to a Child Protection Plan;
 - iv. Adults out of work or at risk of financial exclusion and young people at risk of worklessness;
 - v. Families affected by domestic violence and abuse; and
 - vi. Parents or children with a range of health problems.
2. The programme commenced in 2013 and concludes in March 2020. There has been no confirmation as to the position post-2020 from Central Government.
3. The purpose of this paper is to update the Board on the progress of SLF over the last year and to update on relevant key information.

Notable developments and challenges:

4. **Payment by Results (PbR) element of Troubled Families Programme:** Leicestershire remain a high performing area when matching outcomes for families to the key six areas identified above. To date, Leicestershire have provided positive outcomes for 1596 families, with the Ministry of Housing, Communities and Local Government (MHCLG) target being 2770 families. This equates to 58% of families being 'turned around'. A recent submission has been significantly delayed due to the changes in a computer system which has impacted upon data collection, regardless, LCC are on track to achieve 100% pull down of PbR funding.
5. **MHCLG Spot Check** - In December 2018, the Troubled Families Unit (TFU) visited LCC to undertake a spot check of LCC PbR submissions. All selected family outcomes were validated. The TFU recognised the depth of the

intervention that families were receiving and were able to see evidence of the family's journey recorded and with their voice and choice present throughout the work. The spot check, whilst unannounced, is part of a planned audit cycle. LCC were the first Local Authority to undertake a new style of audit.

6. **Supporting families to progress to work:** In Leicestershire, we are particularly proud of being the second highest Local Authority who are directing families' progress through to continuous employment. Of the 1596 families claimed to date, 642 of those families have entered and sustained employment for either 13 or 26 weeks, dependant on the type of benefit that they were initially claiming, whether this be for medical reasons or unemployment etc. The highest performing Local Authority is the city of Liverpool. The collaboration with the Department of Work and Pensions seconded Troubled Families Employment Advisor and SLF Intensive Family Support Workers has been a key in this work.
7. The 'Improving Lives: Helping Workless families' publication by the DWP in 2017 identifies that worklessness and associated risk factors, all negatively affect children's outcomes so by placing an emphasis on supporting families to progress to work outcomes for children are being improved. These children are twice as likely to fail at all stages of their education (not meeting milestones). Parents who are not working are most likely to experience relationship distress such as parental conflict and/or domestic abuse. The latter are examples of the impact that worklessness can have on families.
8. A case study is attached as an appendix to this report that details the work undertaken to support a family to progress into employment. SLF initiatives around supporting families into work will be featured as good practice in this years Troubled Families Annual Report.

Key issues for partnership working or affecting partners

9. **National Troubled Families Agenda:** The national Troubled Families programme is due to end in March 2020, and the reserve funding is due to end in November 2020. In preparation for this the intensive family support offer currently led by the SLF team (working in partnership with a number of district councils) has been mainstreamed within the newly formed Children and Families Wellbeing Service. This has led to a number of staff who had worked within the SLF team from Melton Borough Council and Blaby District Council being TUPE transferred into the Service. However, if the Department for Education nationally does not provide any follow-on funding from troubled families for early intervention work, there will be a shortfall in funding to the Children and Family Wellbeing Service from November 2020. From the LCC evaluation of SLF, this indicates that this may have implications on both positive outcomes for families, and place increased demands on statutory children's services.
10. **The new Children and Family Wellbeing Service (CFWS).** This Service commences on 1st April 2019 and merges four services (SLF, Youth Offending

Service, Children's Centres and Early Help Information, Support and Assessment) into a singular service. The new service will embrace the learning from the Troubled Families programme around the successes of whole family working, a hands-on approach and working with families to achieve common goals. The model will enable a more fluid response to children, young people and families based on a locality model. The model promotes greater opportunities to work collaboratively with partners as teams will be based within localities. The Early Help Partnership Group is supporting this work and arrangements to maintain staff in District and Borough offices where possible.

Recommendations for the Board

11. It is recognised that the Board will be concerned by the current position of the Troubled Families Programme nationally and the implications that this may have on Service delivery in 2020. At this stage, the Board are asked to note the positive progress and impact of SLF.

Officer to Contact

Carly Turner

Supporting Leicestershire Families – Leicestershire County Council

Tel: 0116 305 2066

Email: carly.turner@leics.gov.uk

Appendices

Appendix - Case study.

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APPENDIX

Supporting Leicestershire Families – Case Study**Who is in the family- including ages of children?**

Parent and 5 children aged between 6 and 14.

Concerns within the family upon referral:

Education – A number of the children have more than 10% absence recorded. The older child had been ‘bunking off’ school on a couple of occasions.

Worklessness – Mum was receiving work related benefits. Family is solely reliant on benefits; Family has financial difficulties, family is in rent arrears and has other debts.

Health – Adult within family has a mental health difficulty due to historic domestic abuse and the impact of this upon the children in terms of trauma. All of the children were not registered with a dentist at the time of referral.

Children in Need – Previous Social Care involvement. One child is reported to be displaying aggressive behaviour and also a young carer. Another child not meeting developmental milestones. Worries around children’s behaviour, lack of parenting, unstable and disruptive relationships in household. Oldest child struggling with impact of translating communications with family from professionals (dealing with parents’ divorce via solicitor).

Domestic violence/abuse - Victim of Domestic Abuse- historic. Children witnessed the historic domestic abuse.

Summary of reasons for referral and issues present in the family?

- Family is experiencing severe financial difficulties.
- Parent’s limited English - creating a barrier to accessing services and support.
- Parent's separation and how this is impacting on the children. Started with SLF group work but transferred to intensive due to financial difficulties and information disclosed at a BME group.

What outcomes were achieved?

- Parent in full-time employment – no longer claiming JSA for a period of at least 26 weeks.
- Debt management –payment schedules set up
- Improved parental and child mental and emotional health
- Positive whole family activities in place
- Health activities in place to promote physical fitness and general health for whole family
- Increased social networks for whole family and significant reduction in their isolation
- Better access to universal services partly due to removal of language barriers
- Improved parenting in terms of logical consequences, rewards, realistic expectations and improved family functioning and relationships
- Better routines in the home. Family are eating meals together now
- Children are no longer young carers
- Child no longer being bullied in school
- All children enjoying and achieving at school. Eldest has stopped absconding from school
- Increased online safety and awareness
- Increased parental confidence, resilience and emotional wellbeing
- Financially better off by £156 per week due to employment.
- No further reports of domestic abuse reported by family.

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LEICESTERSHIRE SAFER COMMUNITIES STRATEGY BOARD

22ND MARCH 2019

MOBILE CCTV DEPLOYMENT

Introduction

1. The deployment of mobile CCTV cameras is a proactive tactic available to tackle anti-social behaviour (ASB). Lampposts being utilised to host CCTV equipment must be tested and certified as suitable, essentially to safeguard public safety and mitigate premature failure due to the additional load.
2. Concerns have been raised regarding the speed and cost of testing and the consequential impact on the effectiveness of mobile CCTV as a tactic
3. The purpose of this report is to update the Leicestershire Safer Communities Strategy Board (LSCSB) regarding recent work undertaken to explore the redeployment process.

The Certification Process

4. Leicestershire County Council (LCC) requires anyone wishing to affix an attachment to an existing LCC lighting column to demonstrate that the column can carry the proposed attachment.
5. Testing involves a static load test by a competent and experienced testing house – certificates are issued for each column that passes the test and liability then rests with the testing house. A certificate will be valid for up to 30 months depending on the column condition.
6. LCC commissions Roch Services to undertake testing who have a tendered price of £40 per test, based on a bulk test programme. Other testing houses are available, however, there is a proviso that testers certify the column to be adequate for the proposed attachment and that they have Public Liability insurance to cover the authority in the case of subsequent failure.
7. Singular column testing is expensive and best value for money will be achieved with multiple testing in one visit.

The Issues and Response

8. The issues can be summarised as;

- a) Cost, associated both with lamppost testing and mobile CCTV deployment.
 - b) The authorisation/certification process and accompanying bureaucracy which can generate delay in deployment.
9. LCC Street Lighting engineers/officers have attended the LSCSB Senior Officer Group to outline the process and explore options.
10. A Mobile CCTV Workshop was arranged at LCC with invitations to all Districts/Boroughs. Also in attendance was Chris Waterfield (LCC street Lighting Manager).

Outcomes

11. During the workshop the feasibility of various options were discussed, some such as bespoke CCTV posts were discussed and discounted mainly due to logistics and cost. Listed below is a summary of matters progressed to help mitigate the issues;
- (a) A request was made for a more transparent procedure/documentation to simplify the mobile CCTV sighting process. Attached at appendix 1 is the relevant LCC documentation and application form that has been distributed to partners for their use.
 - (b) The programme of lamppost testing for 2019/20 will be available shortly. It was agreed in the workshop that this will be distributed to Districts/Boroughs. LCC have negotiated very competitive rates from the testing company (Roch) of £40 per lamppost, this rate could be applied to Local Authorities if the testing for mobile CCTV was done at the same time as LCC testing, the column would then have a 30-month certification.
 - (c) The option to pre-authorise a number of lampposts was discussed which if undertaken in conjunction with the scheduled testing could be done at a greatly reduced cost.
 - (d) Pre-emptive siting of specialist CCTV posts by developers on new housing estates was discussed. Contact has been made with Steve Day (Police liaison for developer planning applications). He is happy in principal to make planning representations regarding bespoke CCTV posts to developers where suitable supporting information is provided.

Recommendations

12. The Board note the contents of the report.

Officers to Contact

Rik Basra

Community Safety Coordinator

Tel: 0116 3050619

E-mail: rik.basra@leics.gov.uk

Attachments:

Appendix 1 Lamppost Attachment Guidance Notes & Application Form

Appendix 1

Guidance notes for the erection of permanent or temporary attachments to highway lighting columns.

Introduction

During 2016 Leicestershire County Council reviewed its processes for the installation of seasonal decorations and attachments to lighting columns on or above the highway. Our new process will be in line with recommendations made from the Institute of Lighting Professionals, Professional Lighting Guide 06 – Guidance on the installation and maintenance of seasonal decorations and lighting column attachments.

The new process has a greater emphasis on safety and ensures that all installations are safe and all structures and anchor points are capable of accepting the loadings placed upon them through attachments.

General Information

Street lighting columns are designed to have a very small attachment, and are not generally designed to withstand the additional forces and stress induced by attaching hanging baskets, festive decorations, mobile vehicle activated signs, speed indicator devices, banners or CCTV cameras.

If you are proposing to display seasonal decorations, signs or banners on or above the highway you will need to apply for a Section 178 of the Highways Act 1980 licence in order to do this.

It may be possible to attach the decorations, signs or banners to highway assets such as lighting columns, or private buildings/equipment in order to provide an aesthetically pleasing area to your town/village.

All applications must be received at least 8 weeks in advance of the installation taking place. Applications received not adhering to this timescale may not be processed and a licence refused.

Structural requirements

Permission will only be given for decorations to be attached to steel lighting columns owned and maintained by Leicestershire County Council or private individuals. Private columns will need to have permission from the owner to have items attached to them. Structural testing reports will need to be provided for all columns and

anchor points regardless of whether they are owned by Leicestershire county council or privately owned.

Under no circumstances will attachments be installed on concrete, cast iron, aluminium or glass-reinforced polyester (GPR) or hinged lighting columns.

Permission will not be given to attach decorations to columns with other attachments such as hanging basket banner arms, litter bins, banners, signs, WI FI equipment or any other attachment.

The applicant, at their expense, is to arrange and pay for all proposed columns/anchor points to have a robust structural test carried out to ensure that they are capable of withstanding the additional stresses and loadings induced by the attachment. The structural test will be carried out by Professional Structural Testing Organisations (PSTO) and all reports to be submitted to Leicestershire County Council as proof the columns are structurally capable of accepting the additional loading. Alternatively, Leicestershire County Council can arrange for the structural tests to be carried out by its approved PSTO, at the expense of the applicant. The structural tests are to be carried out before the attachments are fixed to the lighting columns to ensure structural stability.

In November 2016 Leicestershire County Council, at its expense, arranged for strength tests to be carried out on all proposed columns used to attach festive decorations. This testing will have identified a period for which the column is guaranteed and therefore if still within this, will not need a structural test for that period. To find out if column has current test contact their parish council or Leicestershire County Council.

A re-test will need to be carried out before the guarantee period expires to ensure the structural capabilities of the columns and anchor points are sufficient if the attachments are to remain in place beyond the guarantee period.

Test results are only applicable for the load to be attached to the column. Should a greater load be attached (i.e. hanging baskets), the column will require another test to ensure the columns are suitable for use.

Having a structural test carried out does not automatically mean the column can be used to attachments. In some instances, the column will be unsuitable for use and an alternative column will need to be found.

Should a column fail a structural test, Leicestershire County Council will replace the column at our expense and within our standard replacement timescales. The failed column must not have any attachments until it has been replaced. If the applicant has arranged for their own structural tests to be carried out, and a column suffers

catastrophic failure during the testing process, please contact the customer service centre on 0116 305 0001 to arrange for an emergency attendance by Leicestershire County Council street lighting operatives. The cost the emergency call out will not be charged to the applicant.

Height Clearances

The lowest point of the attachments must be at least 2.5m above the highway. This is to ensure that pedestrians and vehicles do not come into contact with them.

Permission will not be given to support catenaries or bunting from Highway Authority owned and maintained lighting columns, this includes power cables between columns. However, the council may grant permission for them to be suspended between buildings, with a minimum clearance of 5.8m above the road. The clearance must also allow for any cable sag. The applicant must also ensure demonstration of the strength and suitability of the anchorages and the walls to which they are fixed. Reports showing the structural integrity of anchorages will need to be supplied with the application.

Traffic Management

The traffic Management Act 2004 places a duty on the Highways authority to coordinate all highway activities, construction works and highways occupation, to ensure the movement of traffic along the authorities' road networks.

The installation of decorations or column attachments may require the use of temporary traffic management or the partial blocking of the highway. The use of temporary traffic management will require a street works notice under the New Roads and Street Works Act 1991.

In order to obtain a street works notice or advice, please contact Leicestershire County Council's Network Management Team on 0116 305 2163 or email networkmanagement@leics.gov.uk

It is the applicants responsibility to arrange and pay for any temporary traffic management required to aid the structural testing to be carried out, or the installation and removal of any attachments.

Competency Assessment

Works in the public domain must be compliant with Construction, Design and Management (CDM) Regulation. This document places the responsibility and a legal duty on the person organising or project managing these works for ensuring the right people are engaged on the various aspects of the work.

It is a requirement of Leicestershire County Council that a contractor is appointed to carry out the work within the highway who is registered under the Highway Electrical Registration Scheme (HERS Contractors registered will have obtained the appropriate competencies to carry out the works on street lighting.

All operational staff carrying out work on site should be registered to HERS and in possession of valid ECS HERS Cards at all times whilst on site.

A list of all registered organisations can be viewed at:

<http://direct.thehea.org.uk/>

For each attachment requiring an electrical supply the applicant will need to have evidence that:

- 1) Testing for electrical safety or PAT testing of the attachment has been carried out.
- 2) Electrical inspection and Testing in accordance with BS7671 has been carried out for each electrical isolation point.

Electrical connections made by removing the column access door or by drilling holes in the column door are not acceptable.

It is a requirement of Leicestershire County Council that all electrical mains supplies are protected by a 30mA RCBO (Residual Current Circuit Breaker with Overcurrent protection) at the point of origin, and must be suitably fused as required by BS7671:2011.

Any electrical equipment attached to lighting columns at the request of the applicant will remain the responsibility of the applicant to maintain and repair/replace as necessary, at their own cost. Leicestershire County Council is merely giving permission to attach these to the column.

Payment for Electricity

The party applicant will be responsible for the energy consumed (if any) by the installation. The applicant will need to make the necessary arrangements with the electricity board to agree an unmetered load certificate.

The applicant will need to register this certificate with their chosen energy supplier and pay them for all electricity used. The County Council will not pay for the additional energy consumed by the attachment.

A copy of the unmetered load certificate will need to be supplied to Leicestershire County Council at the same time as the application, and will be checked with the electricity board before a licence will be issued.

Failure to register this certificate may result in prosecution for theft of electricity by the supplier.

Insurances

The applicant will need to provide evidence of insurance of a minimum of £5 million Public Liability Insurance for any one event.

The Professional Structural Testing (PTSO) employed to provide robust strength testing of highways lighting columns must have the following insurances as a minimum:

- Professional Indemnity insurance - £5 million
- Public liability insurance - £10 Million
- Employers Liability Insurance - £10 million.

Copies of these certificates will need to be provided at the time of application.

Licence

Subject to an application satisfying all conditions a S178 licence will be issued.

The licence is only valid for the period of time the attachments are installed until they are removed, as shown in the application. A new licence will need to be issued each year for each type of attachments/decorations to be used.

Attachments installed that do not comply with the stated requirements, or outside of the approved time period will be classed as non-approved attachments, with a request to remove them within 7 days being sent to the applicant.

If the attachments have not been 7 days, the County Council will carry out the removal works and recharge the costs to your organisation.

**APPLICATION FOR PERMENANT OR TEMPORARY ATTACHMENTS
ONTO HIGHWAY LIGHTING COLUMNS ON OR ABOVE THE
HIGHWAY – SECTION 178 LICENCE OF THE HIGHWAYS ACT 1980.**

Please provide all of the information requested below (if applicable) in order to apply for a licence to install seasonal decorations or attachments to lighting columns.

Please include additional information on separate sheets:

1. Party requesting the attachments:

Date of Application:		
Name/Organisation		
Address		
Phone Number		
Email Address		
24 Hour emergency contact	Name	Number

2. Contractor/Installer details:

Contractor/Installer Name	
Address	
Contractor email address	
Phone Number	

24 hour emergency contact	Name	Number
Name of professionally approved body contractor is a member of: <i>Please attach copy of certificate</i>	Name	Membership Number

3. Please provide evidence of competency for the people carrying out all testing and installation works.
4. Please provide detailed drawings/plans of the proposed installation showing locations and number of each lighting column to have an attachment, as well as anchor points for catenary wires.
5. Reports from structural engineer that confirm the structural integrity of the anchors, private columns and highway authority apparatus (e.g. lighting columns) to which decorations are to be attached.
6. Installation Details:

Installation Date DD/MM/YEAR		Removal Date DD/MM/YEAR	
Hours of operation	From		To
The attachments are:	Hanging Baskets <input type="checkbox"/>	Festive Decorations <input type="checkbox"/>	Banners <input type="checkbox"/> Other <input type="checkbox"/>
If other please state:			
Is it proposed to have catenary wire stretched across the Highway <i>Please tick</i>	Yes <input type="checkbox"/> (Please complete table below)		No <input type="checkbox"/>
Are decorations to be attached to highways lighting columns? <i>Please tick</i>	Yes <input type="checkbox"/> (Please complete table below)		No <input type="checkbox"/>
Please provide the information on the following page, on a separate sheet if necessary, but in the same format.			

Street Lighting Information			Decoration Information				
Column Number	Road Name	Location	Decoration Type	Dimensions		Weight	Windage Area
				Height	Width		
<i>i.e. col 3</i>	<i>Leicester Road</i>	<i>Outside house 3</i>	<i>Star Motif</i>	<i>2.00m</i>	<i>1.5m</i>	<i>8Kg</i>	<i>0.256m²</i>

Catenary Details		Decoration Information				
Anchor point locations	Road Name	Decoration Type	Dimensions		Weight	Windage Area
			Height	Width		
<i>i.e. Above Costa and Burger King</i>	<i>Leicester Road</i>	<i>Star Motif</i>	<i>1.00m</i>	<i>7.00m</i>	<i>15Kg</i>	<i>0.256m²</i>

7. Please provide details of all ground mounted decorations, as well as information about ground mounted barriers around the decorations.

8. Electrical details.

Are Electrical supplies required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are Electrical Supplies to be taken from Highways Assets?	Yes <input type="checkbox"/> Are these the same as the column numbers above? Yes <input type="checkbox"/> No <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details of where electrical supplies will be taken from:		
<i>Provide on separate sheet if necessary</i>		

9. Please provide copies of all electrical test certificates.

10. Details of energy Requirements:

Voltage Required:		Total Load: (Wattage)
Details of Payment of energy	Supplier:	Account number/MPAN:

Please provide a copy of your unmetered load certificate provided by your chosen energy supplier.

11. Applicants Public Liability Insurance.

Name of Insurance Company	
Policy Number	
Amount	

Please attach copy of a valid insurance certificate.

12. Please provide copies of Professional indemnity, Public liability and employer's liability insurance certificates for the Professional Structural Testing Organisation employed to structurally test anchor points, private lighting columns and highway assets.

13. Details of the proposed traffic management requirements for the structural testing and the installation and removal of the attachments.

Lcc staff use only.

Information supplied within application:

Applicant details	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.Contractor/Installer details	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.Contractor competency evidence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.Detailed drawings/plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.Structural test reports	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.Installation details	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.Details of ground mounted decorations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.Electrical details	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9.Electrical test certificates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10.Details of Energy requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11.Applicants Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12.PSTO Insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13. Details of traffic management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

APPROVAL OF APPLICATION

Licence Issued	Yes <input type="checkbox"/>	Date
Reject Application	Yes <input type="checkbox"/>	Date
Application On Hold	Yes <input type="checkbox"/>	Date
Reasons for Rejection/On Hold		

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