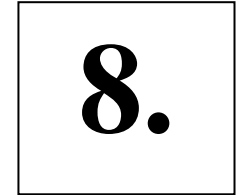


**PARTNERSHIP**



## Community Safety Board

### ACTION PLAN 2007-2009

### Proposed Action Plan Year 2 2007-2008

**With 'Status' notes as at 09/11/08**

# PARTNERSHIP

ACTION PLAN, Community Safety Board 2007-2008 NEW ACTION PLAN 08-09



## Long Term Objective 2007 – 2009

To provide effective ways by which those who live and work in the borough of Waltham Forest, can understand, influence and interact with the Police and their partner agencies with policing practices, plans and priorities for the borough and also contribute at a pan London level.

# PARTNERSHIP



Waltham Forest  
Community Safety Board

# MPA

Metropolitan Police Authority

## Objectives for 2007 - 2008

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- 2.1 To continue to engage with all members of the new board and the public via regular public meetings; dissemination of information; actively seek community representatives to ensure a diverse board membership and build capacity.**
- 2.2 To bring to the board issues which are of public/police/partners concern for open and transparent discussion and actions.**
- 2.3 To monitor the progress of the Stop and Search Task group, ensuring that formal reports and recommendations are fed back to the MPA.**
- 2.4 To continue to monitor the progress of the Borough Criminal Justice Group (BCJG), holding its members to account.**
- 2.5 To scrutinise and hold to account the work of the partners of the 'Safety Net' (Crime and Disorder Reduction Partnership).**
- 2.6 To monitor the progress of the youth project, ensuring that formal reports and recommendations are fed back to the MPA.**
- 2.7 Formation of Tasking/Special Interest Groups when/if necessary.**
- 2.8 The Review and evaluation of the development from the PCCG into the Community Safety Board for Waltham Forest.**

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

Action/Task	Co-ordinator & (other partners)	Milestones	Timescale	Outcome	Status – Date	
<b>2.1 To continue to engage with all members of the new board and the public via regular public meetings and dissemination of information, and actively seek community representatives to ensure a diverse board membership</b>						
2.1.1	Meetings are publicised via WFM; Email; Flyers; the JOB; SNT Newsletters and LAA	David Knight	14 days prior to each Board Mtg.	June; September; November; January 09 and March 09	Information made available to residents using a variety of media.	<b>November 08. – ONGOING</b> <ul style="list-style-type: none"> <li>• Publicity in WFM + Flyer Circ to area around venues.</li> <li>• All Internet pages updated, &amp; dates of future meetings included.</li> </ul>
2.1.2	To ensure regular updates/information are sent to Board Members	David Knight	A minimum of six items before October 07. A minimum of twelve items before April 08.	Review in Aug 08	Better informed and more effective Board Membership.	<b>November 08. – ONGOING</b>
2.1.3	Continue to Identify participants from key local stakeholder Groups for vacant places	David Knight	June; September; November; January and March	9 Months	List of replacements for vacant posts when available	<b>November 08. – LCP2 to undertaken Membership review.</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
2.1.4	The Chair/Vice-Chair or representative of the Board undertakes 4 visits to identified community groups to explain the work.	David Knight	Four visits to have been completed by August meeting.	9 Months	There is regular consultation with partners/resident's to determine their needs and preferences and particularly those of our minority communities.	<b>November 08. – ONGOING</b> <b>24 visits to have been completed by November meeting.</b>
<b>2.2 To bring to the board issues which are of public/police/partners concern for open and transparent discussion and actions</b>						
2.2.1	To ensure that current issues raised by MPA and professional members are placed on agenda and presentations are arranged	David Knight + Steve Williams	Two external speakers to be booked by Aug meeting		Current topical information disseminated	<b>November 08. – ONGOING</b>
2.2.2	To ensure that current issues raised by community members are placed on agenda	David Knight + Steve Williams + Afzal Malik + Abid Hussein	Two internal speakers to be asked to speak about their community		Information shared within group about various communities/ organisations	<b>November 08. – ONGOING</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
<b>2.3</b>	<b>To monitor the progress of the Stop and Search Task group, ensuring that formal reports and recommendations are fed back to the MPA.</b>					
2.3.1	To ensure formal written reports of each meeting are received from the Chair in a timely fashion.	David Knight + CI Andrew Norfolk + Angela Lambillion	Summer 08	4 months	Workable Terms of Reference	<b>November 08. – Chair provided reports from each meeting in a timely fashion.</b>
2.3.2	To ensure that the Stop and Search Group are achieving their objectives	David Knight + CI Andrew Norfolk + Angela Lambillion	Summer 08	4 months	Objectives achieved as planned.	<b>November 08. – Chair has ensured that officers have provided Performance Reports to each meeting.</b>
2.3.3	Regular monitoring and feedback by the Group to the CSB, and the MPA	David Knight + Graham Sinclair + Steve Williams	August 08	5 months	To ensure that Stop and Search on the Borough is being done in a fair, effective and respectful fashion, and MPA are aware of work.	<b>November 08. – Chair provides regular feedback to the CSB Executive</b>
2.3.4	Exit Strategy/Timescale for Group to be agreed	David Knight + Graham Sinclair + Steve Williams	January 08 agreement made	As per agreement	Ensure Stop and Search Grp. has definitive result.	<b>November 08. – Exit Strategy/ Timescale for Group to be agreed</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	Action/Task	Co-ordinator & (other partners)	Milestones	Timescale	Outcome	Status – Date
<b>2.4</b>	<b>To continue to monitor the progress of the Borough Criminal Justice Group (BCJG), holding its members to account.</b>					
2.4.1	To ensure formal written reports of each meeting are received from the Chair in a timely fashion.	David Knight	Summer 08		Reports can be read by members and absent members	<b>November 08. – Chair provides regular feedback to the CSB Executive</b>
2.4.2	To arrange formal presentations for major areas of work being undertaken by the BCJG	David Knight	Summer 08		Presentations allow for two way questions with board members	<b>November 08. – 1 presentation made and 2 planned.</b>
<b>2.5</b>	<b>To scrutinise and hold to account the work of the partners of the ‘Safety Net’ (Crime and Disorder Reduction Partnership)</b>					
2.5.1	To scrutinise the work of the CDRP (Inc. Sub Groups)	CSB Chair/Rep.	No more than 2 substantive reports per meeting.  6 highly focused meetings per year.	1 Year	Recommendations to the CDRP on it effectiveness.	<b>November 08. – Chair provides regular feedback to the CSB Executive</b>

# PARTNERSHIP



Waltham Forest  
Community Safety Board



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
2.5.2	CSB Chair continues to attend CDRP Executive to assist the CDRP in the development of policies to provide more effective and efficient service delivery.	CSB Chair/Rep.	CSB Chair/Rep. To attend 6 CDRP Executive Meetings.	1 Year	To work with our CDRP partners to improve the quality of the local environment by reviewing consultation exercises and polices and practices of our partners	<b>November 08. – CSB Chair continues to attend CDRP Executive so as to assist the CDRP in the development of policies to provide more effective and efficient service delivery.</b>
2.5.2	CDRP to report to the CSB on what it is achieving.	CDRP Chair	Reports at relevant Board meetings	1 Year	Assist the CDRP in the development of policies to provide more effective and efficient service delivery.	<b>November 08. – CSB highlight report are a standing item on the CSB agenda.</b>
2.5.3	To scrutinise the work of the CDRP (Inc. Sub Groups)	CDRP Chair	No more than 2 substantive reports per meeting.  6 highly focused meetings per year.	1 Year	Recommendations to the CDRP on it effectiveness.	<b>November 08. – CSB highlight report is a standing item on the CSB agenda.</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
<b>2.6</b>	<b>To monitor the progress of the youth project, ensuring that formal reports and recommendations are fed back to the MPA</b>					
2.6.1	Adoption of the Youth proposal	Community Safety Board	Summer 08	4 months	Workable Terms of Reference	<b>November 08. – Youth proposals adopted Summer 08.</b>
2.6.2	Regular feedback by the Youth lead, and monitoring by the board	Chair + Lyndsay Buchanan	First Report August	5 months	To be agreed	<b>November 08 - First report provided to the CSB in June 08.</b>
2.6.4	Agree Training for new and existing Members on youth related issues	Chair + Lyndsay Buchanan	December	8 months	Diversified Membership	<b>November 08. – Training has been provided to Youth Members.</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	Action/Task	Co-ordinator & (other partners)	Milestones	Timescale	Outcome	Status – Date
<b>2.7</b>	<b>Formation of Tasking/Special Interest Groups when/if necessary</b>					
2.7.1	Horizon scanning for issues affecting the Borough locally and nationally.	David Knight	Feedback Rpt. to Board Members 6 times per year at Board Mtg.	1 Year	There is regular consultation with resident's to determine issues of concern particularly those of our minority communities.	<b>November 08. – Horizon Scans produced in a weekly basis.</b>
2.7.2	Respond to public concerns via SNT Chairs.	SNT Panel Chairs	Feedback Rpt. to Board Members 6 times per year at Board Mtg.	1 Year	There is regular consultation with resident's to determine issues of concern particularly those of our minority communities.	<b>November 08. – Engagement Assistance Programme In preparation to facilitate feedback to the meetings of the Board.</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
<b>2.8</b>	<b>The Review and evaluation of the development from the PCCG into the Community Safety Board for Waltham Forest</b>					
2.8.1	Review of formal documentation: <ul style="list-style-type: none"> <li>• Terms of reference;</li> <li>• Constitution;</li> <li>• Roles and responsibilities;</li> <li>• Membership Lists.</li> <li>• Letters</li> </ul>	David Knight + Chair	Undertake review after first year of operation	August 08	Formal Report to MPA regarding change review	<b>November 08. – LCP2 to undertake an independent formal review of the documentation.</b>
2.8.2	Self –Evaluation form to be sent to members	David Knight	July 08	Aug 08	Members consulted	<b>November 08. – Self-Evaluation forms to be undertaken as part of the review of the Board by LCP2.</b>
2.8.3	Analysis of Self Evaluation forms	Management Committee		Sept 08	Board members allowed to comment on the change process and way forward becoming part of process	<b>November 08. – Analysis to be undertaken as part of the review of the Board by LCP2.</b>
2.8.4	Assess whether formal external evaluation is required and implement if necessary	Management Committee		Sept 08	Formal assessment recorded and reported on	<b>October 08. – External analysis commissioned.</b>
2.8.5	Formal assessment report submitted	Management Committee		November 08	Formal report submitted	<b>January 09. – Submit report to the January Board meeting.</b>

# PARTNERSHIP



**LEAD – (this should be a named person(s))**

	<i>Action/Task</i>	<i>Co-ordinator &amp; (other partners)</i>	<i>Milestones</i>	<i>Timescale</i>	<i>Outcome</i>	<i>Status – Date</i>
2.8.6	Recommendations for future improvement plan produced	Management Committee		Oct 08	Further development and improvement	<b>January 09. – Submit report to the January Board meeting.</b>