



FOR ABERDEENSHIRE

**NOTE OF MEETING OF THE ABERDEENSHIRE COMMUNITY SAFETY EXECUTIVE
HELD ON THURSDAY 10 APRIL 2008
AT 1.00 P.M. IN THE URY ROOM, GORDON HOUSE, INVERURIE**

Present:- William Munro, Area Manager (Kincardine and Mearns), Aberdeenshire Council (WM) (Chair)
Kathleen Power, ASB Co-ordinator, Aberdeenshire Council (KP)
Kate Rigby, Community Safety/Social Inclusion Officer (KR)
Andy Duff, T & I, Aberdeenshire Council (AD)
Superintendent Bill Archibald, Grampian Police (BA)
Keith Lawie, Partnership Development Officer, Aberdeenshire Council (KL)
Biff Barrow, Community Learning Worker (Surestart) Aberdeenshire Council (BB)
Cllr Ron McKail, Community Safety Network Groups (RMcK)
Erin Wood, Policy Officer (Community Planning) Aberdeenshire Council (EW)

Attending:- Craig Watson, Partnership Analyst, Grampian Police

- | 1. Apologies: | Action |
|---|---------------|
| Fiona Stewart, Denis Beedie, Edith Criggie, Paul Mitchell | |
| BA commenced the meeting as Chair as WM had been delayed at an earlier meeting. The Group introduced themselves. | |
| 13. New Partnership Analyst | |
| 13.1 BA welcome Craig Watson the Partnership Analyst. Craig is employed by Grampian Police with KL as his line manager. BA explained that it would probably take approximately 6-8 weeks for Craig to settle in and that it was important to ensure that his work meets the Community Safety criteria of – to make a safer place...
KP had sourced a great deal of information from various bodies and would share this with Craig. AD also offered to liaise with Craig in order to share data that he had on file. | KP/AD |
| 13.2 BB hoped that Community Learning Development could also use the analytical data. BA advised that in order not to flood Craig with requests from everywhere KL would establish a process where any requests were filtered and the most important tasked. | KL |
| 13.3 It was agreed that KL would issue a press release. | KL |

- 13.4 It was agreed that –Partnership Analyst – should be on future agendas of this group as a standard item.

WM arrived and took over as Chair, thanking BA for making a start in his absence.

As it had been determined that Paul Mitchell would not be at the meeting WM decided to take item 4,5 and 6 next.

4. Approval of minute of meeting 14 February 2008

The minute was agreed as an accurate record after the following amendments were shown:

7.2 change ‘Focus Group’ to ‘Focus Groups’.

8.1 change – ‘and actually did not cost more than ‘ to ‘and did not necessarily add to the cost of ‘.

4/5 Matters arising / Action Sheet update

- 4/5.1 All matters arising were dealt with through the Action Sheet Update (Appendix 1 to this minute)

- 4/5.2 It was agreed that JP would email the Action sheet 2 weeks before each meeting for updating.

JP

2 Funding

- 2.1 Community Safety would receive £577,000 but this will be reviewed against the Council’s Strategic Plan during the course of the year.. After top slicing for staffing posts, Safe Drive Stay Alive etc it was thought that there would be approximately £300,000 to be distributed. It was agreed that a good evaluation and outcome process was essential for this distribution

- 2.2 KP to produce a spreadsheet following project evaluation to include ongoing commitments for Antisocial Behaviour funding at previous levels and to identify remainder for allocation.

KP

- 2.3 KR to produce a spreadsheet following project evaluation to include ongoing commitments for Community Safety funding at previous levels and to identify remainder for allocation including the Local Action Fund.

KR

- 2.4 The Local Community Safety Groups would receive £2500 with the opportunity to bid for more funding. They would receive clear guidance on how to bid for funding.

- 2.5 All other Community groups and services would have the opportunity to bid for funding.

- 2.6 It was agreed that KR/KL/KP would meet to specifically discuss the budget and bring a proposal for the process back to the Executive at the June meeting.

- 2.7 BB reported that all the Local Action Fund monies had been allocated. It was just now a matter of ensuring all reports were received in due course. BB advised that it was due mainly to the hard work of Amanda Watson that this had been achieved.

3. Community Safety Bids

3.1 KL explained the Application Form and Guidance Notes papers circulated previously and asked for feedback. KR advised that there was already an application form for Antisocial Behaviour funding bids and that she felt this could be used as a good base for a general form.

3.2 It was agreed that it would be more efficient and easier to process if there was one style of application form for all Community Safety funding including that for the Local Community Safety Groups. KR/KP/KL to liaise and produce a draft application form for consideration by the Executive.

KR/KP/KL

7. Theme Groups updates

7.1 a) Road Safety – raising the driving age to 18 years of age.

The consultation with young people had generally received negative feedback. However it was decided to revisit this again at a later time.

7.2 b) Vandalism & Antisocial Behaviour

The circulated financial report was noted. It was noted that the success rates for graffiti incidents had fallen; KP explained that this was due to the fact that the team had run out of money after a high tasking rate.

At this point BA left the meeting.

7.3 c) Community Safety Problems arising from Substance Abuse- ADAT – Drugs, Alcohol and Community Safety sub-group

There had been no report on this group since it merged with the ADAT. It was agreed that the Chair of DACS should be producing a written report for the Community Safety Executive as it fell within one of the Themes. WM to speak to Edith Criggie.

WM

7.4 d) Racist Incidents

KR read a minute from the Integrated Aberdeen Group (Appendix 2 to this minute). It was agreed that KR should continue to sit on that Forum and report back to the Community Safety Executive.

7.5 It was also agreed that GREC would report statistics to the T&CG.

KR

7.6 e) Network Groups

RMcK had previously circulated the Network Group Report which was noted.

7.7 It was agreed that, in addition to the £2500 funding, the Executive would give the Local Community Groups £500 with the criteria that it had to be used for Pass Plus.

AD/RMcK to liaise regarding this.

AD/RMcK

7.8 f) Update on Safer Streets

KL reported that the Servewise training was going ahead on 2/3/4 June. It was going to focus on:

- Education – challenging young underage drinkers, or those who had drunk too much, or were violent etc
- Licensing legislation – highlighting the violence issue to fir with the Community Safety remit
- Fire and Safety

KL reported that Anne Harper would be the facilitator. WM advised that he

knew Anne but he had not discussed this or similar work with her. KL confirmed that the contact had been made without this knowledge and had been provided by the NHS and proper procedures followed.

7.9 **g) Other**

The Stewart Milne Safe House build had been put back.

7.10 Inverurie Care home had seen the Safer in the Homes event. KR to speak to Helen McIntyre with regard to a show on cold calling.

8. Community Planning Update

8.1 Erin Wood reported the Community Planning Partnership priorities:

1. building on the Community Plan – improving road safety – adopt the Aberdeenshire Road Safety Plan and the North East Public Sector Group Strategy.
2. the Fairer Scotland Fund - £791,000 this year with the projects receiving the same for the 1st year but should be over 1 million next year – partners workshop beginning June.
3. the Area Community Plan to be approved in June.
4. the 2nd Annual Report will include ASB and the Wellbeing Theme from Community Safety.
5. a European Project – looking at innovative ways with ICT in order to engage with all communities is still under discussion
6. the youth Engagement Project has been recognised nationally as best practice. The implementation needs to be worked on and will be discussed in June at the CPP Board

8.2 Tracey Christie has taken up the new post of Youth Engagement Officer.

8.3 JP to add Alexander MacLeod, Community Planning Support Officer, to the email group.

JP

9. Aberdeenshire Community Safety Booklet

9.1 KL reported on the Community Safety Booklet which was passed around. The initial feedback was that the logo could be bigger. KL said that he would put the draft leaflet around to the group for consultation. The deadline is 25/04/08 so he would like any feedback sooner rather than later.

ALL

WM advised that Kate Bond, Head of the Council's Communication Service would need to look at it too.

KL/KB

10. RGU Student Placement

10.1 It was agreed that the RGU student placement would work on the Strategic Assessment.

A remuneration of £5000 for 18 weeks was agreed

KL and KR to get a personal specification for the job organised.

KL/KR

11. Servewise Training

11.1 This was dealt with in item 7.8

- 12. NIM Inputs**
- 12.1 Introducing the process 12/13 May. The Chief Executive, Alan Campbell, wanted to be brought up to date with this so KL is liaising with Roger White to present an update to the Management Team. **KL/RW**
- 13. New Partnership Analyst**
- 13.1 This was dealt with earlier in the agenda.
- 14. Community Wardens**
- 14.1 The Peterhead and Fraserburgh Wardens have completed a survey on public perception of Community Wardens, KR to summarise. The Community Wardens now have the authority to issue Fixed Penalty Notices; this has been put on hold for the time being for further discussion as they have concerns. WM expressed surprise as the request had originally come from Wardens and their management and was agreed by Executive on that basis despite reservations. **KR**
- 14.2 It was noted that the Community Wardens are concerned about their temporary contracts and change in their employer. WM will speak informally to them at the Community Safety Groups Seminar on Saturday 12 April and try to reassure them. **WM**
- 15. Forum – Initial Update**
- 15.1 KP asked whether it would be possible for members of the Executive to go along to the Youth Forum. BB explained that generally the young people did not appreciate that. It was agreed that KL/KR/KP would liaise with BB in order to put together a topic list from the young people with their concerns, ideas etc
- 15.2 There was concern about the lack of engagement with some other Partners, Maritime Coastguard Agent, Crimestoppers, Procurator Fiscal etc. It was agreed that WM and KR contact them. **WM/KR**
- 16. Annual Seminar**
- 16.1 The Community Safety Groups Seminar will take place on Saturday 12 April with approximately 60 people expected.
- 17 AOCB**
- 17.1 KP and KR to attend the Community Safety Network AGM on 7 May 2008. **KP/KR**
- 17.2 It was agreed that KR should attend a course on Strategic Problem Solving on 28 April for 4 days **KR**
- 17.3 AD to email out details on the Disability Audit Training 22-24 April which will be geared towards road safety. **AD**
- 17.4 WM handed out the Report to Social Work & Housing Committee on the Implementation of the Northern Community Justice Authority Area Plan April 2008- March 2011 in Aberdeenshire. The content was noted.
- 17.5 KL to organise a trip for the Executive to visit Transition Extreme in the near future. **KL**

18. Next meetings:

12/06/08 – Peterhead Fire Station – 10.00am

JP

04/09/08 – Bridge Street ,Ellon – 9.30am (refreshments by Denise Birnie)

09/10/08 - The Ury Room, Gordon House, Inverurie. 9.30am - 1.45 pm
(we need to be out by 2pm).

04/12/08 - Conference Room F, Woodhill House, Aberdeen. 9.30am -
3.30pm.

APPENDIX 1

To be inserted once amendments received from the group.

APPENDIX 2



Note of Meeting of the Integrate Aberdeenshire Forum
Group held on
Thursday 19th March 2008
Central Fire Station

Chair: Shaun Burns
Present: Kate Rigby
Bob Smith
Janice Innes
Douglas Rennie
Apologies: Fiona Stewart
Jennie Williams
Vaughan Jennings

No	Agenda Item
Additional Item	On behalf of the meeting the Chair expressed thanks to Fiona Stewart for her work with Welcome to Aberdeenshire and the Racist Monitoring Group.
1.	The Chair welcomed the group and apologies were received.
2.	<u>New Business</u> <ul style="list-style-type: none">• Amalgamation The amalgamation of the group was explained by Shaun Burns as a consequence of the Executive decision that the 'Welcome to Aberdeenshire' and 'Racist Monitoring Group' combine under 'Community Wellbeing'.• Community Planning Roles Information on Role Guidance for Community Planning participants was circulated and discussed. It was agreed to administer meetings as outlined. The Chair will report to Community Planning Executive and Board.• Membership Roles Membership roles were considered and it was agreed that the forum will be as inclusive as possible. The focus will be on working together under the Community Planning ethos. Issues were discussed surrounding membership confirmation.

	<p>Action: Caroline Crosbee to issue email to existing members requesting membership status i.e. watching brief or fully active.</p> <p>Kate Rigby to contact GREC and Bob Smith to contact Education for membership confirmation.</p> <ul style="list-style-type: none"> • Terms of Reference Due to the amalgamation the remit of the terms of reference has widened. The focus of the group will be on information gathering from police/health/housing identifying possible community tensions which might impact on integration and social cohesion. The function of the Racist Incident Monitoring group will be continued. <p>Action: Kate Rigby to approach GREC re. community representation from interested communities. Shaun Burns to liaise with Fiona Stewart re. Racist Incident Monitoring.</p> • Community Planning Themes It was agreed to incorporate the wellbeing, job and economy, health and learning themes equally with appropriate reporting to Executive and Board. • Name The name for the group was discussed and 'Integrate Aberdeenshire Forum' was agreed. • Funding £2,500.00 has been transferred from the 'Welcome to Aberdeenshire' budget and further funding will be applied for on an ad hoc basis. • Eastern Europeans In Fraserburgh/Peterhead Area An invitation was requested for representatives of the above group to attend the next meeting to address current issues particularly surrounding NHS. <p>Action: Janice Innes to contact representative and arrange for next meeting. Shaun Burns to progress NHS representative.</p> • Race, Religion and Refugee Integration Funding Stream It was confirmed that the 1st funding stream for the above is available and the 2nd is awaiting release. • Gangmaster Winter 07 Newsletter The above was circulated for information.
3.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Welcome to Aberdeenshire It was agreed that the 'Living and Working In The North East of

	<p>Scotland' document required updating. This will be available in electronic format only to enable information to be kept accurate. It was also suggested that a more user-friendly website be constructed.</p> <p>Action: Kate Rigby to contact group and request information updates. Shaun Burns to investigate website construction.</p> <ul style="list-style-type: none"> • 'Home Alone' leaflet – this was referred as a point of concern. Action: Bob Smith to forward to Janice Innes for action. • Racist Incident Group –Due to amalgamation of the groups Shaun Burns and Kate Rigby will attend the Joint Racist Incident Partnership Group. Action: Janice Innes to refer. • Economic Migrant – This 'myth buster' leaflet was shared for information. The project when finalised will be brought to the next meeting for action. Action: Janice Innes to seek permission from Aberdeen City Council for authority. • Equality Poster – Shaun Burns suggested contacting the pupil who produced the racism poster for circulation. Action: Shaun Burns
4.	<p>Date of Next Meeting The dates for the next meetings are: Monday 23rd June 2008 Wednesday 1st October 2008 Wednesday 17th December 2008 Wednesday 17th March 2008</p>