

EXECUTIVE DECISION RECORD

LEADER: COUNCILLOR MORGAN

ITEM CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-2025

The Decision

That the Leader approves the following:

1. that the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025, attached at Appendix 1 to the report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services, be approved;
2. that delegated authority be given to the Head of Landlord Services, in consultation with the Head of Neighbourhood Services, the Head of Regulatory Services and the relevant Cabinet Lead Members, to make minor amendments to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025;
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out a corporate policy on the Council's approach to managing anti-social behaviour (ASB) and hate incidents.
2. To enable minor changes to be made to support the effective management of ASB.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

Other Options Considered and Rejected

None

Conflicts of Interest Declared by the Decision-Maker

None

Dispensations

None

Implementation of Decision

Unless called in under Scrutiny Committee Procedure Rule 11.7, this decision will come into effect at noon on the fifth working day after it is published.

Approved: 

Date: 17.09.21

Leader of the Council

Date of Publication: 20.09.21

REPORT

Purpose of Report

To recommend to the Leader the decision set out above.

Background

The background is set out in the report submitted to informal Cabinet on 16 September 2021 and the minutes of that meeting (see Cabinet Minute 26 2021/22), attached as an appendix. Also, the report of the Scrutiny Commission on this matter submitted to informal Cabinet on 16 September 2021.

Policy Justification and Previous Decisions

As set out in the report submitted to informal Cabinet on 16 September 2021.

A Leader's Decision dated 30th July 2021 delegated all Executive functions and decision making to the Leader for a period of three months in accordance with Section 9E of the Local Government Act 2000.

Section 10.9 of Chapter 10 of the Council's Constitution requires that, where executive decisions are the responsibility of an individual member of the Cabinet, details of the decision (including any report) be published after the decision has been taken, as required by law.

Implementation Timetable including Future Decisions and Scrutiny

The report submitted to informal Cabinet on 16 September 2021 on this matter was considered for pre-decision scrutiny by the Scrutiny Commission on 13 September 2021.

Unless called in under Scrutiny Committee Procedure Rule 11.7, this decision will come into effect at noon on the fifth working day after it is published.

Report Implications

The following implications have been identified for this report.

Financial Implications

As set out in the report submitted to informal Cabinet on 16 September 2021.

Risk Management

As set out in the report submitted to informal Cabinet on 16 September 2021.

Appendices:

1. Report to Informal Cabinet 16 September 2021
2. Minutes of Informal Cabinet 16 September 2021 (Minute 26)
3. Report of the Scrutiny Commission to Informal Cabinet 16 September 2021

Key Decision: Yes

Background Papers: None

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CABINET - 16TH SEPTEMBER 2021

**Report of the Head of Landlord Services,
Head of Neighbourhood Services, and Head of Regulatory Services
Lead Members: Councillor James Poland, Councillor Leigh Harper-Davies,
and Councillor Shona Rattray**

Part A**ITEM 8 CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT
POLICY 2021-2025**Purpose of Report

To seek Cabinet approval for a new Corporate Anti-Social Behaviour and Hate Incident Policy to cover the period 2021-2025.

Recommendations

1. That the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025 attached at Appendix 1 be approved.
2. That delegated authority be given to the Head of Landlord Services in consultation with the Head of Neighbourhood Services, and Head of Regulatory Services, and the relevant lead members, to make minor amendments to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025.

Reasons

1. To set out a corporate policy on the Council's approach to managing anti-social behaviour (ASB) and hate incidents.
2. To enable minor changes to be made to support the effective management of ASB.

Policy Justification and Previous Decisions

Should it be approved by Cabinet, the policy will support the use of the full range of tools and powers available to the Council, including those under the Anti-Social behaviour Crime and Policing Act 2014.

The policy supports compliance with the Housing Act 1996 which provides a duty on local authority landlords to prepare a policy and summary policy in relation to ASB, along with a published statement.

The policy reflects the specific statutory requirements of local authority landlords under the Homes and Communities Agency (2012) *Neighbourhood and Community Standard* to prevent and address ASB. Under this standard, local authority landlords must demonstrate:

- *that tenants are made aware of their responsibilities and rights in relation to ASB.*
- *strong leadership, commitment and accountability on preventing and tackling ASB that reflects a shared understanding of responsibilities with other local agencies.*
- *a strong focus exists on preventative measures tailored towards the needs of tenants and their families.*
- *prompt, appropriate and decisive action is taken to deal with ASB before it escalates, which focuses on resolving the problem having regard to the full range of tools and legal powers available.*
- *all tenants and residents can easily report ASB, are kept informed about the status of their case where responsibility rests with the organisation and are appropriately signposted where it does not.*
- *provision of support to victims and witnesses.*

The policy will contribute positively towards the Council's Corporate Strategy 2020-24 theme "Healthy Communities". The Strategy states that:

We will continue to work with partners to make our towns and villages safer places to live, work and visit. We will support our communities by delivering a range of services which not only help residents, but also empower them to make a positive difference in their local areas. Community cohesion will remain a priority...

The policy will contribute positively towards the Council's Corporate Strategy 2020-24 theme "Your Council". The Strategy states that:

- *We will continue to improve customer service and develop our staff to help them deliver outstanding services, and;*
- *We will collaborate with partners, in the public and private sector, in a variety of ways to bring improvements to our services and the borough of Charnwood, and;*
- *Our employees and elected members will work together as one council to bring positive change to Charnwood.*

The policy will support delivery of the following 2021/22 Corporate Delivery Plan actions, substantively contributing towards the achievement of the latter.

- *Implement the recommendations of the Anti-Social Behaviour (ASB) review to develop a co-ordinated and targeted approach to ASB work.*
- *Following approval, adopt & implement the Corporate Anti-Social Behaviour Policy to continue to ensure Charnwood is a safer place to live, work and visit.*

Implementation Timetable including Future Decisions and Scrutiny

Subject to call in, it is expected the policy will be implemented by 30th September 2021.

Report Implications

The following implications have been identified for this report.

Financial Implications

None identified.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The policy is not adequately communicated leading to incorrect application of the policy, harm to individuals and communities, damage to property, and reputational damage on individual cases.	Likely (3)	Significant (2)	Moderate (6)	Training will be provided to officers. The policy will be published on the Council's website. Service level operational performance data will be monitored.

Crime and Disorder

This policy will positively contribute toward the effective management of ASB and hate incidents, and consequently compliance with the Council's responsibilities under Section 17 of the Crime and Disorder Act (1998) to undertake reasonable action to improve community safety in the Borough.

Equality and Diversity

Through the policy (if approved), the Council will meet its responsibilities in relation to equality and diversity by:

- considering the individual needs and characteristics of victims and perpetrators in the context of the case through a risk assessment based approach.
- undertaking an *Equality Act 2010 Pre-Action Checklist* which considers disability and mental health prior to taking significant legal action.
- preventing, identifying, and tackling hate incidents.

- participating in the Countywide hate incident monitoring scheme to identify patterns of incidents and trends.
- referring hate incidents to the partnership Joint Action Group for multi-agency problem solving.
- publicising ASB interventions where appropriate.
- providing an alternative incremental approach which is tailored to the needs of young people with autism and other developmental difficulties.
- providing easy read diary sheets where appropriate.
- using technology to support easy recording of ASB.
- referring victims and perpetrators to support.
- playing an active role in the Community Safety Partnership.
- referring parties for expert mediation where appropriate.

Key Decision: Yes

Background Papers: None

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Part B

1. Background

- 1.1 A number of services across the Council deliver services to prevent and manage ASB; including: Community Safety, Landlord Services, Street Management, Environmental Protection, Planning Enforcement, Strategic and Private Sector Housing, and Cleansing and Open Spaces.
- 1.2 The Council's existing ASB specific policy relates solely to delivery of the Council's Landlord function. Whilst minor amendments have been made over the years, the policy has not been significantly updated since the management of the Council's housing stock returned from an arm's length management organisation to the Council in 2012.
- 1.3 Given the range of services involved in preventing and managing ASB it is desirable to introduce this new policy, with a broader scope, setting out on a corporate basis, the Council's responsibilities around ASB and hate incidents, and bringing ASB teams together under a clear policy framework for the delivery of services in this respect. This approach aligns closely with the aspirations set out in the recently concluded internal ASB review *to develop a co-ordinated and targeted approach to ASB work*.
- 1.4 The policy reflects best practice principles, and places victims and communities at the centre of the process. The policy gives appropriate weight to the importance of risk assessment, and the range of factors that have a bearing on the harm index of cases, including substance misuse, vulnerability, mental health, and persistent ASB.

2. Hate Incidents

- 2.1 The policy contains a definition of a hate incident which aligns with Leicestershire Police's recording of hate. This approach is consistent with the Leicester, Leicestershire and Rutland (LLR) Strategy Statement for Tackling Hate. The Strategy Statement was approved at the Charnwood Community Safety Partnership in October 2018, and the Leicestershire Safer Communities Strategy Board on the 10 December 2018. The Council works closely with the Police in the management of ASB and hate incidents, and participates in a hate incident monitoring scheme co-ordinated by the County Council.

3. Policy Development

- 3.1 Heads of Service with responsibility for delivering ASB services have collaborated to produce the policy.
- 3.2 The principles contained in this policy are based on those contained within the draft of a revised Landlord Services Anti-Social Behaviour and Hate Incident Policy which was considered by the Housing Management Advisory Board (HMAB) at their meeting on 8th June 2016. Members of the HMAB noted and endorsed that policy and the principles contained therein.

3.3 Policy Scrutiny Group considered an earlier draft of the policy on 6th February 2018 (minute 38). Members of the Group made the following comments:

- (i) The draft strategy was welcomed as it provided a clear statement of the Council's approach to dealing with anti-social behaviour across a number of services. As a result, residents would be aware of how cases would be dealt with and the legislative framework in which the Council operated. The draft strategy was also easy to read;*
- (ii) The incremental approach set out in the draft strategy was supported and set out clearly.*

It was resolved that:

- a) the report be noted;*
- b) it be reported to the Cabinet that the Group supports the draft Corporate Anti-Social Behaviour and Hate Incident Policy 2018-2021 [the date range has been subsequently amended]*

Reasons:

- a) To acknowledge the information received.*
- b) Having scrutinised the draft policy the Group considered that the draft policy provided a clear statement the Council's approach to dealing with anti-social behaviour by the different teams across the Council with powers to deal with anti-social behaviour. As a result, residents would be aware of how cases would be dealt with and the legislative framework in which the Council operated.*

Appendices

Appendix 1 - Corporate Anti-Social Behaviour and Hate Incident Policy 2021-25

Appendix 2 - Equality Impact Assessment



**Charnwood Borough Council
Corporate Anti-Social Behaviour
and Hate Incident Policy
2021-2025**

Version 3.5 DRAFT
July 2021
Next review date: April 2025

Introduction

Charnwood Borough Council recognises that residents are entitled to live in a quiet and peaceful environment free from anti-social behaviour (ASB) and hate incidents. For the vast majority of residents, ASB is not an issue. However, where it does occur, ASB can have a devastating impact on the quality of life for residents if not dealt with.

Whilst the Council aims to resolve ASB through informal action, the safety of residents is taken very seriously, and the Council will tackle anti-social behaviour effectively, using court proceedings where it is appropriate to do so to protect our residents. The Council will take a risk-based approach, with resources targeted at those cases which carry the greatest risk of harm to individuals and communities.

The Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers to tackle ASB and provide better protection for victims and communities. This included faster routes to gaining possession of a property where serious ASB has occurred and extended the use of civil injunction to minors.

This Policy will ensure that the full range of legal remedies is available to the Council when tackling ASB and will place victims and communities at the heart of its response. This approach is in line with the intention of the legislation.

In managing ASB and hate-related incidents, a firm but fair, transparent and consistent approach will be adopted. The needs and circumstances of vulnerable residents and perpetrators will be taken into account and, where appropriate referrals for support will be made.

1. Executive Summary

Charnwood Borough Council has the highest population of any district in Leicestershire outside of the City of Leicester and is estimated to be 180,000.

Loughborough is a university town, and therefore, has a high student population. The Council works in partnership with the University to deal with incidents of anti-social behaviour and nuisance involving students, as both potential victims and / or perpetrators.

The Council owns and manages approximately 5,500 rented homes, 310 leasehold flats and 21 leased shops, and has a responsibility to investigate anti-social behaviour, and enforce conditions of tenancy by all legal means possible.

The Council's Corporate Strategy 2020-24 incorporates three themes; one of which is "Healthy Communities". The Strategy states that:

We will continue to work with partners to make our towns and villages safer places to live, work and visit. We will support our communities by delivering a range of services which not only help residents, but also empower them to make a positive difference in their local areas. Community cohesion will remain a priority.

The Council works in partnership with both statutory and non-statutory agencies in order to resolve ASB at the earliest opportunity, protecting individuals and

communities, stopping and changing the offending behaviour where possible, and keeping an emphasis on the complainant or victim.

The definition of ASB contained in the Anti-Social Behaviour, Crime and Policing Act 2014 is used by this policy. ASB can cause distress and can affect the quality of life for residents. This Policy outlines the Council's approach to taking effective action both to prevent and tackle ASB.

The Council has a duty of care to victims of crime and ASB and is required to meet regulatory and legislative guidance.

2. Scope and purpose of this document

This document sets out the Council's responsibilities and how it deals with ASB.

This document does not say how the Council will deal with ASB on a day-to-day basis. This is explained in the following Policies (and any accompanying Procedures) which should be read alongside this document.

- *Charnwood Community Safety Partnership Plan 2020-23*
- *Charnwood Borough Council Corporate Enforcement Policy*
- *Regulatory Services Enforcement Policy*
- *Private Sector Housing Enforcement Policy*
- *Houses in Multiple Occupation Licensing Scheme Conditions (Borough wide)*
- *Selective Licensing Scheme Conditions (Hastings and Lemyngton wards only)*
- *Service Level ASB Procedures*

This Policy specifically focuses on anti-social behaviour and does not include issues investigated under other legislative frameworks.

3. What is Anti-Social Behaviour?

The Anti-Social Behaviour, Crime and Policing Act 2014, defines ASB as:

- conduct that has caused, or is likely to cause, harassment, alarm or distress to any person;*
- conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or*
- conduct capable of causing housing-related nuisance or annoyance to any person.*

ASB can affect different people and communities in different ways. Actions that may seriously distress one individual or community may not affect or bother another individual or community at all. Incidents of ASB will, therefore, be considered and dealt with on a case-by-case basis.

Types of anti-social behaviour are wide ranging and can take many forms. Examples include (but are not limited to):

- Alcohol/ drugs related incidents
- Misuse of shared areas and public spaces
- Failing to keep control of dogs and other pets
- Nuisance from vehicles
- Litter, rubbish, fly tipping
- Harassment
- Verbal and physical abuse and Intimidation
- Damage to property, including graffiti and vandalism
- Hate related incidents
- Noise (music, shouting, arguing, slamming of doors, rowdy and inconsiderate behaviour)
- Offensive behaviour

Abusive language and the use of or threatened use of violence against any Council officers, councillors or agents also falls within the definition of ASB.

Not all reports of noise can be deemed to be ASB. Those noises that arise out of the ordinary and reasonable use of a property are neither breaches of tenancy nor likely to constitute a statutory nuisance. They therefore cannot be subject to enforcement action, unless they are specifically precluded by the terms of the tenancy agreement or lease or the noise is considered unreasonable for other reasons.

Examples of behaviours that are unlikely to fall within the definition of ASB may include (but are not limited to):

- Normal everyday activities or household noise.
- Parking with no other associated anti-social behaviour.
- General talking
- Moving furniture, banging doors, and running up and down stairs
- DIY and car repairs unless they are taking place at unsocial hours (e.g. late at night or early hours)
- Toilets flushing
- Using a washing machine or vacuum cleaner
- Crying babies
- Children playing
- Groups of people in the street or in parks, unless they are being rowdy, abusive, causing damage or committing other crimes.
- Cooking odours

It may not be reasonable/possible to take enforcement action against children playing ball games unless the children are engaged in behaviour including (but not limited to), verbal abuse, criminal damage, damage to Council landscaping or / property or more serious nuisance.

When determining if a report is considered to be anti-social behaviour or not, officers will exercise professional judgement. If an officer determines the complaint does not constitute anti-social behaviour they will inform the complainant at the earliest opportunity.

All complainants have a responsibility not to make malicious complaints about their neighbours, visitors or anyone engaged in lawful activity around their property. The Council takes malicious complaining very seriously and will usually take appropriate and proportionate action against anyone found to be doing so.

The Council defines a victim of ASB as follows:

The particular person who (reasonably) seems to have been affected, or principally affected, by the perpetrator's anti-social behaviour.

The Council defines a repeat victim of ASB as follows:

A person is a repeat victim if, within the last six months - they (as an individual) have complained to the Council, Police or a Registered Providers (formerly known as Housing Associations) about three separate incidents of ASB within the Charnwood area.

4. Definition of a Hate Incident

The Council defines a hate incident as any non-crime incident which is perceived by the victim or any other person, to be motivated by hostility or prejudice on the grounds of:

- race
- religion
- sexual orientation
- disability
- transgender identity
- any other perceived difference

An incident or / offence may be physical, verbal or written and can take many forms including:

- Physical attack, such as, physical assault, damage to property, offensive graffiti
- Threat of attack including offensive letters, abusive or obscene calls or texts
- Verbal abuse or insults
- Offensive leaflets and posters, hate mail, abusive gestures, or dumping of rubbish outside homes
- Harassment, bullying and victimisation

5. The Council's ASB responsibilities

The Council has a wide range of responsibilities to tackle ASB, including:

- **The Council's role as part of the Community Safety Partnership**

Under the Crime and Disorder Act 1998, the Council must work with the Police and other agencies to reduce crime and anti-social behaviour in Charnwood. The Community Safety Partnership seeks to identify and prioritise the community safety issues that affect our communities and has a duty to formulate and implement a strategy to prevent crime and disorder.

The Council will investigate ASB and hate-related incidents.

- **The Council's role in investigating nuisance and protecting the environment**

The Council has a range of responsibilities to deal with noise, nuisance and environmental ASB including noise, dog control, graffiti, litter, dumped rubbish, abandoned vehicles, noise, accumulations, bonfires, dust, smoke, odour, light, house and vehicle alarms, poor state of premises and kept animals (this list is not exhaustive). These responsibilities arise from a number of Acts and local byelaws, but in particular from the Environmental Protection Act 1990 and the Anti-Social Behaviour, Crime and Policing Act 2014.

- **The Council as a social landlord**

As a landlord, the Council has a duty under the Anti-Social Behaviour Act 2003 to have a published statement of policy and procedures in relation to ASB.

Under its Conditions of Tenancy, the Council manages ASB and hate related incidents where the complainant/victim or perpetrator is a tenant or Leaseholder of Charnwood Borough Council and/or where the Council's housing management functions are affected by the behaviour. The Council's landlord duties and powers are different from, and usually act in addition to, the duties and powers to take action against those causing ASB under the Anti-Social Behaviour, Crime and Policing Act 2014.

- **The Council's role as a local Planning Authority**

The Council manages high hedge complaints under the 2003 Anti-Social Behaviour Act. The law requires that people take all reasonable steps to try to settle their high hedge dispute for themselves before making a complaint. The Council will determine whether, in the words of the legislation, the hedge is adversely affecting the reasonable enjoyment of the complainant's property and find a balance between the competing interests of the complaint and the hedge owner, as well as the interests of the wider community.

The Council has legal powers available to control the tidiness/appearance of land and buildings, but this would usually be a last resort after attempting to reach a resolution with the landowner first. If a resolution still cannot be achieved the Council may take enforcement action through the planning process. The Council can serve an Untidy Site Notice (also known as a Section 215 notice) on the owner or occupier when the poor condition and appearance of the building or land have a detrimental effect on the surrounding area or neighbourhood.

Inter-agency relationships and a joined up approach are critical to the successful delivery of ASB services. The Council works in partnership with other agencies including (but not limited to) Leicestershire Police, other local authorities, Social Services, mental health teams and other areas of the National Health Service, and a range of non-statutory services where necessary.

6. The Council's objectives

The Council will put victims and communities at the heart of its response to dealing with ASB and hate related incidents and will support residents to live peacefully in their homes without unreasonable disturbance from ASB.

This will be achieved by:

- Playing a full part as a key member of the Charnwood Community Safety Partnership.
- Participating in relevant strategic or preventative initiatives.
- Adopting a multi-agency approach.
- Discouraging ASB through preventative measures including partnership working, CCTV, and door entry systems (for Council tenants only) and using a range of early intervention tools and techniques to prevent ASB from escalating and to resolve cases quickly.
- Explaining reasons should the Council choose to take no action and advise on self-help or other alternative courses of action whenever it is possible and appropriate to do this.
- Using any of the tools and powers available to the Council under the law and Council Policy, according to officers' professional judgement.
- Referring cases to a mediation service where appropriate.
- Monitoring complaints around the services that the Council provides. These will be reviewed, and the Council will use feedback to contribute to the process of continual learning.
- Working with residents, partner agencies, elected members and the Community Safety Partnership to identify ASB hotspots. The Council will use this information to target resources; for example, by setting up or attending a working group to deal with individual and / or location-based issues and address community concerns.
- Providing regular updates to communities about actions taken to tackle anti-social behaviour. In particular the Council will publicise, where permitted, enforcement actions.

- Providing residents with a swift and simple means of complaining, through the ASB Case Review / Community Trigger process, if victims feel effective action has not been taken by local agencies through existing channels, to tackle issues of anti-social behaviour.
- Providing support and assistance to help victims and witnesses of anti-social behaviour, having particular regard for those identified as being vulnerable. Where appropriate the Council will make referrals for support to victims, witnesses and perpetrators of ASB.
- Taking complaints of anti-social behaviour seriously; recording and investigating them all, providing updates to all involved parties. In all reported cases a threshold assessment will be made based upon both the necessity and proportionality of any proposed intervention.
- Whilst addressing community concerns, the Council will work with partner agencies to access appropriate support to help perpetrators address their behaviour, and to support those affected by unacceptable behaviour, leading to the best possible outcome for all.
- Prioritising cases that carry the greatest risk of harm.

7. The Council's approach to dealing with ASB

Charnwood Borough Council adopts an incremental approach when dealing with ASB. The purpose of the incremental approach is to manage ASB in a consistent and proportionate manner. The incremental approach is summarised at Appendix 2.

Action will be decided based on the circumstances of each case and will be proportionate to the behaviour exhibited and risk of harm, taking into account any vulnerabilities.

The Council will refer hate related cases to the Joint Action Group for multi-agency problem solving. Hate related graffiti will be removed within 24 hours of receiving the report.

The Council will aim to resolve the majority of ASB cases through non-legal means, and may use a range of early intervention tools and techniques to prevent ASB from escalating and to resolve cases quickly.

Some of the options available to the Council when dealing with ASB include, but are not limited to, the following:

Non-Legal Stage

- Advice - verbal and written
- Warnings - verbal and written
- Community Protection Warning Letters
- Acceptable behaviour contracts
- Good neighbour agreements
- Parenting contracts/agreements

- Mediation

Legal Stage

- Civil Injunctions
- Civil Penalties
- Community Protection Notice
- Closure Order
- Criminal Behaviour Order
- Parenting contracts and parenting order
- Possession proceedings and eviction (for Charnwood Borough Council Tenants)
- Public Spaces Protection Order
- Demoted tenancy (for Charnwood Borough Council Tenants)
- Abatement Notice
- Prosecution
- Seizure of items or equipment
- Fixed Penalty Notices

In certain circumstances, another agency may be better placed to deal with the behaviour. Examples may include (but are not limited to) where there is a criminal element and the Police would be best placed to lead. The Council will support our partners in their investigation and action in these instances.

Criminal behaviour, damage and vandalism cases may be referred to the Police. Where the perpetrator is known, the Council may pursue the costs of repair to Council owned properties and buildings through legal action if necessary. This Policy commits the Council to dealing with ASB in the Borough of Charnwood in a way that will always be fair and, in all important respects, consistent across cases of a similar kind. However, each ASB case the Council deals with is likely to be unique in some or other aspect and the Council therefore reserves the right where appropriate and proportionate to do so to take immediate legal action, including (but not limited to) cases of assault against staff or contractors.

In cases where complainants will not or cannot provide relevant details, for example, details of perpetrators, evidence, or where complaints are anonymous, this is likely to limit the Council's ability to respond effectively. Cases will be closed where there is insufficient evidence on which to base further action.

Investigations may require (for example) discussions with other agencies, such as Leicestershire Police, in order to try to identify perpetrators.

The Council will share and seek information with / from partner agencies in accordance with data protection legislation to support a holistic approach to the prevention and management of ASB.

8. Reporting ASB, and Support for Complainants/Victims, and Witnesses

The Council will provide a variety of methods for people to report incidents of ASB and hate related incidents. This includes:

- By telephone via the Council's Contact Centre
- In person
- Email or letter
- On-line form

The contact details for the Council's ASB services can be found at Appendix 1.

The Council will respond to reports of ASB in line with the timescales detailed in its procedures.

The Council will assess victim and overall case risk throughout the life of a case. The Council will consider factors including (but not limited to) the threat of or actual violence, whether the case is hate related, vulnerability, repeat victimisation, mental health, disability, and substance misuse. The Council will consider the context of the case and the impact of the behaviour on victims and communities. It is recognised that vulnerable victims are less resistant to ASB, and the Council will consider the accumulative impact of persistent ASB and its impact upon the harm index of a case. High risk cases will be prioritised.

The Council will take appropriate action to mitigate risk. The Council will refer victims to specialist victim support services where appropriate. If the complainant/victim/witness is a Charnwood Borough Council tenant where appropriate, the Council may provide tenancy related support through the in-house Tenancy Support Team. Where appropriate the Council will refer victims to support agencies including (but not limited to) Supporting Leicestershire Families, The Bridge Housing Services, Social Services, drug and alcohol, and mental health services.

Where the Council's witnesses attend court, the Council will endeavour to accompany them, and where appropriate the Council will liaise with the courts to minimise any distress and associated risks. The Council will cover any reasonable expenses incurred by its witnesses attending court.

Where appropriate the Council will provide additional security to residents experiencing ASB and/or a hate related incident/s. This may be subject to assessment and recommendation by representative from Leicestershire Police or equivalent.

9. Support for Vulnerable Perpetrators of ASB

Whilst the needs of victims and witnesses come first, the Council will seek to identify perpetrator vulnerabilities and needs. The Council may work in partnership with specialist external agencies to achieve this.

The Council recognises that factors including mental health and substance misuse may be linked to the ASB. Perpetrators will be referred to an appropriate support agency, statutory agency (e.g. Social services or Health), or support provided by the

in-house Tenancy Support Team (the support from the in-house Tenancy Support Team is only available to Charnwood Borough Council tenants).

The Council will use its *Alternative Incremental Process* to identify and recognise the support needs of young people with developmental difficulties, including, but not limited to autism. The Council will adapt its approach in response to the needs of these young people.

The Council will take enforcement action where perpetrators fail to engage with support services and/or where behaviour does not improve to an acceptable level.

10. Publicity

Publicity is an essential part of tackling ASB in terms of:

- Reassuring the community, complainants and witnesses that the Council and partners work together, take reports of anti-social behaviour seriously, and that successful action has been taken.
- Publishing individual cases so that breaches of orders obtained can be reported to the relevant organisation
- Making it clear to perpetrators that the Council will not tolerate anti-social behaviour and will take action to protect others.

In circumstances when a Court has not imposed reporting restrictions, and the Council considers it to be necessary and proportionate, enforcement action may be publicised. The decision to publicise will be considered carefully based on the facts of each case.

11. Training and powers for Council officers responsible for dealing with ASB

Officers directly involved in dealing with ASB will be provided with training on policies, procedures, and legislation, as appropriate to their role. Officer learning and development will form a solid foundation for the delivery of high quality ASB services.

Council officers undertaking enforcement activity will be duly authorised under the Council's scheme of delegation.

12. Complaints

The Council aims to provide an efficient and good quality ASB service to all its customers, but on some occasions people may be dissatisfied.

The Council has a complaints procedure which should be the first point of call for people that are dissatisfied with the service they receive. More information about the Council's complaints procedure can be found on the Council's website.

At any time, a person can refer a complaint to their local Councillor.

13. ASB Case Review / Community Trigger

Introduced through the ASB, Crime and Policing Act 2014, the ASB Case Review / Community Trigger is a process that gives victims and communities the right to request a review of actions taken, where they believe an ongoing problem has not been adequately addressed.

The ASB Case Review / Community Trigger is not a first port-of-call; it is only to be used if the complainant believes that there has been a failure to respond adequately to the complaint.

More information around the ASB Case Review Community Trigger, including how to activate it can be found on the Council's website.

14. Information Sharing and Confidentiality

The Council complies with the requirements of data protection legislation in force and has a data protection policy which can be found on the Council's website.

The Council will share information in line with legislation between partners to adopt a multi-agency approach to tackling ASB; to identify vulnerability and reduce risk, threat and harm to individuals and communities.

There may be circumstances where the Council cannot preserve confidentiality, even when the data subject has requested that we do so. Examples may include (but are not limited to) where a criminal offence has been committed, where someone is a risk to themselves or others or where safeguarding concerns have been identified. When Court proceedings are issued the information will be in the public domain and therefore confidentiality cannot be preserved.

15. Equality and Diversity

The Council will treat all customers with fairness and respect. The Council has an ethical and legal duty to advance equality of opportunity and prevent discrimination.

Before taking significant legal action, the Council will undertake an *Equality Act 2010 Pre-Action Checklist*. This will ensure that discrimination does not occur and that interventions are appropriate, necessary, in pursuit of a legitimate aim, risk is considered and appropriately managed and relevant support provided. The principals of the Equalities Act 2010 will be applied in all Council led action.

All information about the Council's services can be made available in a variety of formats, and translated in to relevant community languages on request.

The Council has an easy read diary sheet which can be issued to people who are unable to complete the standard diary sheets and in certain cases a Dictaphone can be provided if there are issues with reading and writing. Mobile technology may also be used where appropriate.

The Council will participate in the countywide hate incident monitoring scheme, seeking to identify patterns in hate incidents and trends.

The Council will comply with its Equality Strategy which is available at:

<https://www.charnwood.gov.uk/pages/plansandpolicies>

16. Best Practice and Policy Development

The Council will seek out best practice and will explore and utilise new technology where appropriate.

This policy will be reviewed every four years, or when there are significant changes in legislation or context.

Significant changes in legislation affecting this policy (and therefore the Council's response) will be adopted on a case by case basis where it is appropriate to do so (pending full review of this policy).

Appendix 1 - How to Report ASB / Service Contact Details

The Council is committed to ensuring all customers have easy access to Council services and is currently reviewing the process for reporting of ASB. This will ensure that victims can report cases through a simple process either online, by telephone, or via e-mail.

The current ways to report ASB are outlined below.

- **Reporting general ASB as a homeowner or privately renting tenant**

Where the victim / complainant own their property or are privately renting, ASB can be reported to the Council's Community Safety Team.

Telephone: 01509 634533

Email: Community.safety@charnwood.gov.uk

Online:

https://www.charnwood.gov.uk/pages/reporting_asb_as_a_home_owner_or_privately_renting_tenant

- **Reporting Noise and Nuisance complaints as a homeowner or privately renting tenant**

Where the victim / complainant own their property or are privately renting, Noise and nuisance can be reported to the Council's Environmental Protection Team

Telephone: 01509 634636

Email: env.health@charnwood.gov.uk

Online: <https://www.charnwood.gov.uk/pages/noisenuisance>

- **Reporting ASB as a Council tenant or about a Council tenant**

Where the victim / complainant is a Council tenant or the complaint is about a Council tenant, ASB can be reported to the Council's Landlord Service.

Telephone: 01509 634666

Email: contactcentre@charnwood.gov.uk

Online:

https://www.charnwood.gov.uk/pages/reporting_asb_as_a_council_tenant_or_about_a_council_tenant

- **Reporting environmental ASB to the Street Management Team**

To report issues of fly tipping, littering, accumulation of rubbish, dog fouling, dog control incidents or abandoned vehicles,

Telephone: 01509 634564

Email: street.management@charnwood.gov.uk

Online: <https://www.charnwood.gov.uk/pages/street-management>

- **Reporting ASB in relation to high hedges to the Planning Enforcement Team**

Telephone: 01509 634570

Email: development.control@charnwood.gov.uk

Online: <https://www.charnwood.gov.uk/pages/highhedgescomplaints>

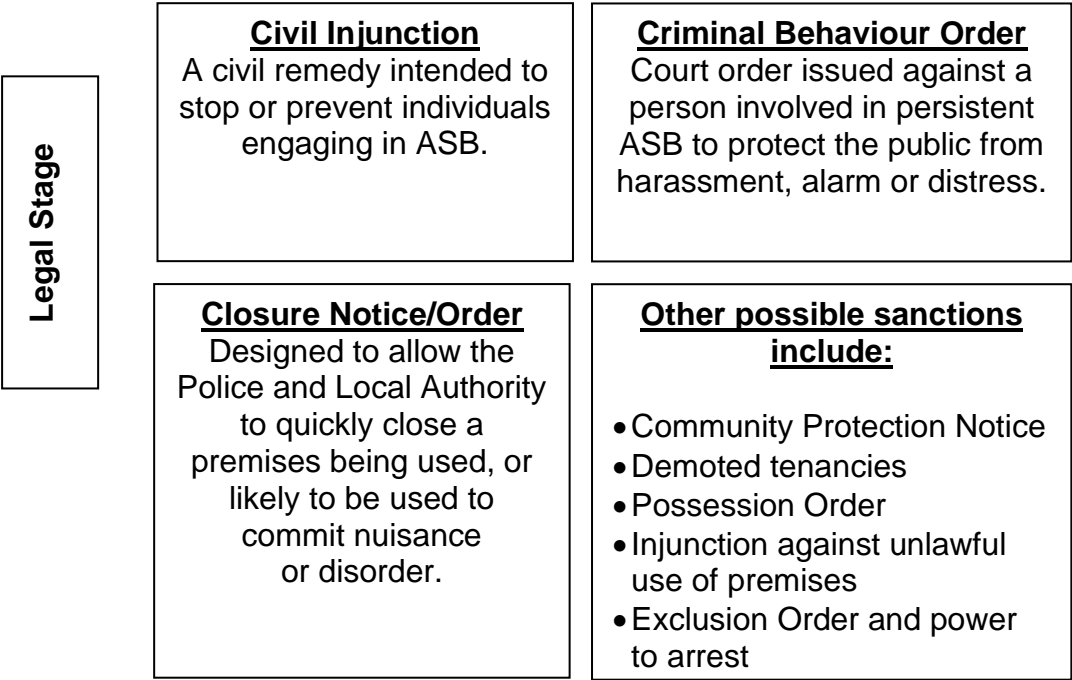
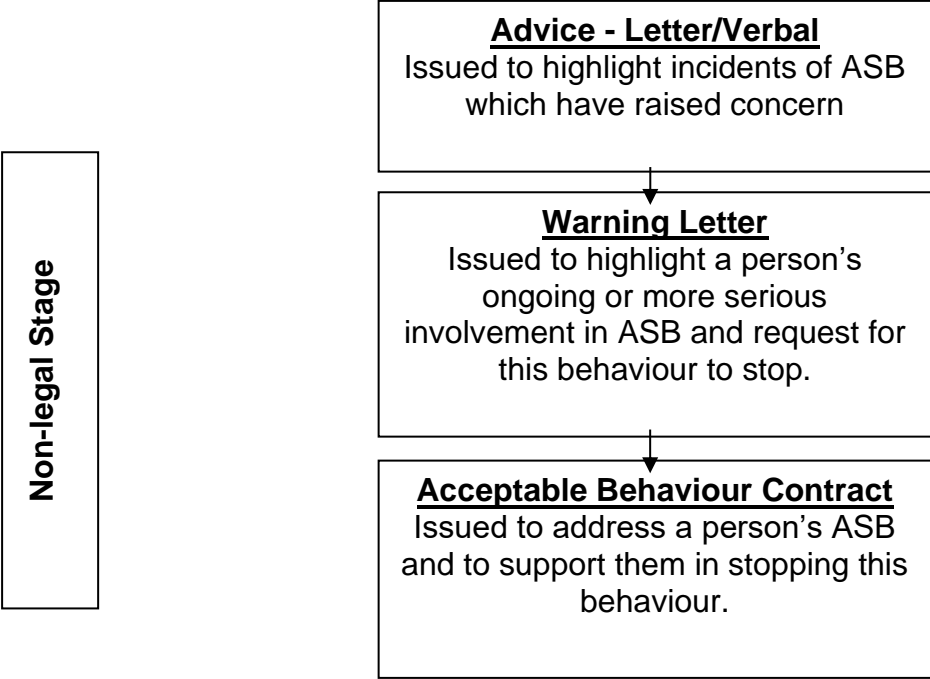
Reporting ASB in relation to the Houses in Multiple Occupation and Selective Licensing Schemes to the Strategic and Private Sector Housing Service

Telephone: 01509 634651

Email: private.housing@charnwood.gov.uk

Online: <https://www.charnwood.gov.uk/pages/highhedgescomplaints>

Appendix 2 - Summary of the Incremental Approach



N.B - A person can enter the incremental approach at any stage. The action taken will be decided based on the circumstances of each case. The actions listed at this appendix item are not intended to represent an exhaustive list.

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance Equality of Opportunity
- Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

■ **Step 1 – Introductory information**

Title of the policy	Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025
Name of lead officer and others undertaking this assessment	Head of Landlord Services Head of Neighbourhood Services Head of Regulatory Services
Date EIA started	June 2021
Date EIA completed	2 nd August 2021

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
To set out a corporate policy on the Council's approach to managing anti-social behaviour (ASB) and hate incidents.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<ul style="list-style-type: none"> • Residents • Council tenants • Communities of place and interest • Victims and complainants of ASB and hate incidents
Which groups have been consulted as part of the creation or review of the policy?
<ul style="list-style-type: none"> • The Housing Management Advisory Board • Policy Scrutiny Group

■ **Step 3 – What we already know and where there are gaps**

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as: <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence

Detailed victim / complainant data is captured and recorded on Sentinel, the partnership electronic ASB case recording system as part of the risk assessment process.

The Council seeks to identify hate incidents and participates in the countywide hate incident monitoring scheme. When an ASB case is created the “hate related” field is mandatory i.e. officers cannot proceed without indicating whether the case is hate related. Hate incidents are referred to the partnership Joint Action Group for multi-agency problem solving. Patterns and trends are monitored by the Joint Action Group and the Community Safety Partnership.

Before taking significant legal action, the Council will undertake an *Equality Act 2010 Pre-Action Checklist*.

What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

That protected characteristics are factors that have a bearing on risk, and the harm caused to victims and communities through ASB and hate incidents.

Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

No further consultation is necessary given the HMAB has been consulted.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any ‘protected characteristics’ and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	<p>The policy sets out that the characteristics of involved individuals, including vulnerability (and age may have a bearing on that), are to be considered through the risk assessment of individuals and cases. High risk cases will be prioritised and referred to the partnership Joint Action Group for multi-agency problem solving.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>

<p>Disability (Physical, visual, hearing, learning disabilities, mental health)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>The Council will use its <i>Alternative Incremental Process</i> to identify and recognise the support needs of young people with developmental difficulties, including, but not limited to autism. The Council will adapt its approach in response to the needs of these young people.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>The Council will undertake an <i>Equality Act 2010 Pre-Action Checklist</i>. which considers disability and mental prior to taking significant legal action.</p> <p>Easy read diary sheets can be issued where appropriate.</p> <p>Technology can be used (e.g. Dictaphone or voice memos) to support easy recording of ASB.</p> <p>Positive impact identified.</p>
<p>Gender Reassignment (Transgender)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p>Race</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>

<p>Religion or Belief (Includes no belief)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p>Sex (Gender)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p>Sexual Orientation</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p>Other protected groups (Pregnancy & maternity, marriage & civil partnership)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases. This includes</p>

	<p>vulnerability, and the factors listed in the adjacent box may have a bearing on that.</p> <p>Hate incidents will be referred to the partnership Joint Action Group. The definition of a hate incident is flexible enough to recognise where a person may be targeted due to a characteristic which is not protected under equalities legislation.</p> <p>Information around Council services can be provided in other languages.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
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Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

No adverse or illegal impact has been identified.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The policy will meet the Council's responsibilities in relation to equality and diversity by:

Eliminate discrimination, harassment, and victimization

- considering the individual needs and characteristics of victims and perpetrators in the context of the case through a risk assessment based approach.
- Considering equality issues, including disability and mental health, prior to taking significant legal action.
- preventing, identifying, and tackling hate incidents.
- participating in the Countywide hate incident monitoring scheme to identify patterns of incidents and trends.
- referring hate incidents to the partnership Joint Action Group for multi-agency problem solving.
- publicising ASB interventions where appropriate.

Advance Equality of Opportunity

- providing an alternative incremental approach which is tailored to the needs of young people with autism and other developmental difficulties.
- referring victims and perpetrators to support.

- Providing easy read diary sheets where appropriate.
- Using technology to support easy recording of ASB.

Foster good relations

- playing an active role in the Community Safety Partnership.
- referring parties for expert mediation where appropriate.

Some bullet points may apply across categories. They have been listed once to avoid repetition.

■ **Step 6- Monitoring, evaluation, and review**

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Customer satisfaction surveys will be undertaken.

Reasons for complaints will be analysed and any learning identified and implemented where appropriate.

Patterns and trends of ASB, including hate incidents, are monitored through the partnership Joint Action Group and at the Community Safety Partnership.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

No recommendations have been identified.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan:


Reference Number	Action	Responsible Officer	Target Date
	None identified.		

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Y	Through training.
Service users	Y	Publication on the Council's website.
Partners and stakeholders	Y	Through the Community Safety Partnership

Others	NA	
To ensure ease of access, what other communication needs/concerns are there?	NA	

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate
I agree with this assessment.
Signed  Peter Oliver – Head of Landlord Services
Date: 02.08.2021

**INFORMAL CABINET
16TH SEPTEMBER 2021**

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bailey, Bokor, Harper-Davies, Mercer,
Poland, Rattray and Smidowicz

Councillor Seaton

Chief Executive
Strategic Director; Environmental and Corporate
Services
Head of Strategic Support
Strategic Director; Commercial Development,
Assets and Leisure
Head of Landlord Services
Head of Regulatory Services
Head of Planning and Regeneration
Head of Leisure and Culture
Head of Financial Services
Head of Customer Experience
Group Leader Plans, Policies and Place Making
Democratic Services Officer (EB)
Democratic Services Officer (LS)

APOLOGIES: Councillor Rollings

The Leader stated that this **informal** meeting would be livestreamed and recorded, and the recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

20. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillors Bokor, Morgan and Rattray declared interests in respect of item 10 on the agenda (Loughborough BID Ballot) as Directors of Loughborough BID. They would leave the meeting during consideration of the item.

21. LEADER'S ANNOUNCEMENTS

No announcements were made.

22. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 1st July 2021 would be submitted to the next formal meeting of the Cabinet for confirmation as a correct record.

23. QUESTIONS UNDER CABINET PROCEDURE 10.7

Mr M. Hunt – Study of Houses in Multiple Occupation

- “1. In December the Council published A study of Housing in Multiple Occupation (HMO) in Charnwood by Professor Darren Smith and Dr Andreas Culora of Loughborough University costing over £20,000 over three years, so why was this charged to the Loughborough Special Expenses when it clearly relates to the Borough as a whole and contributes to the Evidence Base of the Draft Borough Local Plan and the Borough Housing Needs Assessment?
2. Given that the first aim of the Study was “the creation of a comprehensive database identifying HMO in the Borough which can be updated as new information becomes available”, which are the contributing data sources to that database?
3. As the Study states “the database (HiMOG) provides an opportunity and baseline to annually update of the identification of HMOs and to identify the total number of bed spaces within each dwelling (i.e. total occupancy counts for each dwelling)”, is it in active use and if so why has the database never been updated?
4. Would the Council include this contract in a forthcoming internal audit?”

The following response had been published prior to the meeting:

1. *The study was commissioned in response to a recommendation from the Council’s Budget Scrutiny Panel following calls from Loughborough ward councillors to have a better understanding of HMO saturation in Loughborough in light of emerging research from Loughborough University into HMO geographies. As part of the budget setting process for the 2015/16 financial year, funding for the costs of the study was agreed by the Cabinet and Council (minute references Cabinet 84.4 2014/15 and Council 78.1.15 2014/15) in the form of a contribution towards the cost of a PhD thesis.*

While the study considered the impacts of HMOs across the whole Borough, the HiMOG database is only used in relation to planning decisions in Loughborough where an Article 4 Direction is in place. Similarly, Policy H7 in the Pre-submission Draft Local Plan only applies the threshold approach that makes use of the database to Loughborough.

The budget reports, including the allocation of this expenditure to the Loughborough Special Expenses, were prepared by the Council’s Head of Finance and Property Services and agreed by the Council’s Section 151 Officer who is responsible for the proper financial management of the Council.

2. *The HiMOG database was created in 2018 from the following datasets:*

- *HMO Licences*

- *Planning Register*
- *Student registration data*
- *Electoral Register*
- *Council Tax exemptions*
- *Information provided by local residents.*

3. *The HIMOG database is in active use and is updated.*

4. *Following the end of the project, and the handing over of the HIMOG database to the Council in 2018, there has been no contractual arrangement between the Council and Professor Smith.*

24. TENANCY POLICY 2021-2025

Considered, a report of the Head of Landlord Services setting out an updated Tenancy Policy for the period 2021-2025 (item 6 on the agenda filed with these minutes).

At the request of T. Edwardes, Chair of the Housing Management Advisory Board, the Head of Landlord Services presented verbally the views of the Board, as follows:

“The Housing Management Advisory Board considered the Tenancy Policy at its meeting on 12th May 2021. The Board heard that the policy promoted the targeted use of fixed-term tenancies to prevent anti-social behaviour, whereby prospective tenants with a history of serious ASB would be offered a fixed-term tenancy of 2 years commencing after the 12-month introductory tenancy period. If there was serious ASB then the Council could decide not to issue a new tenancy at the end of the 2-year fixed term.

The Board also heard that fixed term tenancies would be used to support the best use of housing stock, with high demand four bedroom and above and wheelchair accessible properties being offered on a 10-year fixed term tenancy in addition to the introductory tenancy period.

The Board was provided with assurances that throughout the period of fixed term tenancy, advice and support would be offered to tenants on the conduct of the tenancy and re-housing options as appropriate, that household vulnerability would be considered when making a decision not to renew a tenancy at the same address, and that each case would be considered on its own merits.

The Board was generally supportive of the policy, which was noted”.

The Head of Landlord Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Tenancy Policy 2021-2025, attached at Appendix 1 to the report of the Head of Landlord Services, be approved;
2. that delegated authority be given to the Head of Landlord Services, in consultation with the Cabinet Lead Member for Public Housing and the Head of

Strategic and Private Sector Housing, to make minor amendments to the Tenancy Policy 2021-2025;

3. that the views of the Housing Management Advisory Board be noted.

Reasons

1. To update the Council's policy on its approach to (amongst other things) the type of tenancies it will grant, where tenancies are granted for a fixed term, the length of those terms, and the circumstances in which it will grant tenancies of a particular type.
2. To enable minor changes to the policy to be made to support the effective management of tenancies in a way that is consistent with the Council's Scheme of Delegation.
3. To acknowledge the work undertaken by and the views of the Housing Management Advisory Board.

25. DRAFT NEW TENANCY AGREEMENT FOR COUNCIL HOMES

Considered, a report of the Head of Landlord Services setting out a draft updated Tenancy Agreement for introductory and secure tenants prior to notification of variation to the existing tenancy agreement being issued to the Council's tenants as part of a legally required consultation process (item 7 on the agenda filed with these minutes).

At the request of T. Edwardes, Chair of the Housing Management Advisory Board, the Head of Landlord Services presented verbally the views of the Board, as follows:

"The Board heard that it was good practice for landlords to update their tenancy agreement on a periodic basis to reflect current legislation, and to support a robust approach to tenancy management. This was a key document that defined the relationship between the Council and its tenants, and after full consideration the Board recommended a number of amendments, which the Chair of the Board was pleased to say had been incorporated into the final draft.

The Board was supportive of the draft new tenancy agreement, both noting and commending it to Cabinet."

The Board was thanked for its work in considering this and the previous item.

The Head of Landlord Services assisted with consideration of the report. In response to a question, he confirmed a typo on agenda page 44, first sentence of paragraph entitled *Crime and Disorder* should read "The draft new Tenancy Agreement contains terms which will enhance the Council's ability to take enforcement action to tackle anti-social behaviour (ASB), hate incidents, and domestic abuse".

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the draft Tenancy Agreement, attached at Appendix 1 to the report of the Head of Landlord Services, be approved for consultation in accordance with Section 103 of the Housing Act 1985;
2. that following consultation, the draft Tenancy Agreement be updated with regard to the tenant response;
3. that subject to there being no significant amendments to the draft Tenancy Agreement, the Head of Landlord Services be given delegated authority, in consultation with the Cabinet Lead Member for Public Housing, to implement the updated Tenancy Agreement;
4. that the views of the Housing Management Advisory Board be noted.

Reasons

1. To obtain Cabinet approval of the content of the draft Tenancy Agreement before a legally required consultation process commences.
2. To have regard to feedback received from tenants.
3. To implement, efficiently, an updated Tenancy Agreement which clearly sets out the rights and responsibilities of the Council as a landlord, and those of its tenants.
4. To acknowledge the work undertaken by and the views of the Housing Management Advisory Board.

26. CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-2025

Considered, a report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services setting out a new Corporate Anti-Social Behaviour and Hate Incident Policy for the period 2021-2025 (item 8 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Landlord Services and the Head of Regulatory Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025, attached at Appendix 1 to the report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services, be approved;

2. that delegated authority be given to the Head of Landlord Services, in consultation with the Head of Neighbourhood Services, the Head of Regulatory Services and the relevant Cabinet Lead Members, to make minor amendments to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025;
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out a corporate policy on the Council's approach to managing anti-social behaviour (ASB) and hate incidents.
2. To enable minor changes to be made to support the effective management of ASB.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

27. CARBON NEUTRAL PLAN

Considered, a report of the Head of Planning and Regeneration setting out the Charnwood 2030 Carbon Neutral Plan and a short-term action plan (item 9 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Planning and Regeneration and the Group Leader Plans Policies and Place Making assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Charnwood Carbon Neutral Plan, contained in Appendix A to the report of the Head of Planning and Regeneration, be approved;
2. that the short-term action plan for the next three years, set out in Part B of the report of the Head of Planning and Regeneration, be approved;
3. that the Head of Planning and Regeneration, in consultation with the Cabinet Lead Member for Transformation, be given delegated authority to review and update the Carbon Neutral Plan through the Carbon Neutral Project Board.
4. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out the overall direction and plan of the Council in relation to its climate change commitment to be carbon neutral by 2030.

2. To enable projects for reducing the Council's carbon footprint to be progressed.
3. To enable the plan to be kept up to date and amendments to be made as necessary to reflect changing circumstances, opportunities, and Council priorities.
4. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

Having declared interests, Councillors Bokor, Morgan and Rattray left the meeting prior to the consideration of the following item.

28. LOUGHBOROUGH BID BALLOT

This item was chaired by Councillor Barkley.

Considered, a report of the Head of Leisure and Culture setting out the Loughborough Business Improvement District (BID) Renewal Proposal (item 10 on the agenda filed with these minutes).

The Head of Leisure and Culture assisted with consideration of the report.

RESOLVED that the following **be recommended to the Deputy Leader** for his decision:

1. that the BID Renewal Proposal be endorsed;
2. that the supporting information to support the BID Renewal Proposal including the BID Business plan be noted.

Reasons

1. To ensure the Cabinet is aware of the proposal and has no objection to it.
2. To enable the ballot to proceed within legal requirements.

Councillors Bokor, Morgan and Rattray returned to the meeting.

29. CAPITAL PLAN AMENDMENT REPORT

Considered, a report of the Head of Financial Services setting out proposed changes to the 2021-2023 Capital Plan and its financing (item 11 on the agenda filed with these minutes).

The Head of Financial Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the current Capital Plan for 2021/22 - 2022/23, as amended by the changes shown in Appendix 1 to the report of the Head of Financial Services, in the budgeted sum of £59,343,800 be approved;
2. that the Disabled Facilities Grants (DFG) scheme be increased by £68.6k, in line with the Disabled Facilities Grants received from the Ministry of Housing, Communities and Local Government, the total DGF Capital budget being £2,116,900 in 2021/22;
3. that the Outwoods Country Park – Visitor Centre and Cafe scheme be reduced by £50k, the reason being the external funding will not be received towards this scheme;
4. that a virement be made of £3k from the Replacement Hardware Programme Capital Budget to Planned Buildings Improvements for the purchase of docking stations;
5. that additional decisions, taken by Officers, in relation to new S106 schemes added to the Capital Programme also included in Appendix 1 to the report be noted;
6. that amendments to the Capital Programme since 10th December 2020 Minute 64 be noted.

Reasons

1. To enable the current Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To confirm that the Disabled Facilities Grants scheme be increased which is funded by an external grant.
3. To confirm that the Outwoods Country Park – Visitor Centre and Café scheme be decreased by the external funded amount.
4. To enable the capital scheme budget to be available in 2021/22.
5. To note the new Capital Schemes as part of S106 Agreements implemented by Officers for Third Parties.
6. To note amendments to the Capital Programme since Cabinet 10th December 2020 minute 64.

30. ROTHLEY CENTRE S106 REFURBISHMENT

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out a project to deliver refurbishment of Rothley Centre, a community asset within Rothley Parish, using a Section 106 contribution received from a developer and specifically allocated to this area (item 12 on the agenda filed with these minutes).

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the spend of the S106 fund included in the 2021-22 Capital Plan to the Rothley Centre Project amounting to £367,600.00 be approved;
2. that the inclusion of the Rothley Centre Project into the Charnwood Borough Council Annual Procurement Plan 2021-22 be approved;
3. that authority is delegated to the Strategic Asset Manager, in consultation with the Strategic Director; Commercial Development, Assets and Leisure and the Section 151 Officer, to carry out the procurement and management of works.

Reasons

1. To ensure the timely spend of a S106 contribution intended to benefit the residents and users of the facility.
2. To ensure the scope of works procured meets the requirements of tenant (Rothley Parish Council) and delivers a sustainable community asset for the long-term benefit of the residents and visitors to the area.
3. To ensure the project is delivered in a timely and efficient manner.

31. FEASIBILITY WORK FOR NEW COUNCIL OFFICES

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out a proposal to begin the exploratory works required to construct a new Council office (item 13 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its pre-decision scrutiny of this matter and items earlier in the meeting.

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the recommendation of Southfield Extension Car Park as a potential site for new Council offices be accepted and that approval be granted to undertake exploratory works to determine construction feasibility with a budget of up to £150,000 funded from Capital Plan Reserve;

2. that authority for the same be delegated to the Strategic Director; Commercial Development, Assets and Leisure, in consultation with the Statutory Officers, the Leader and the Deputy Leader, to undertake the works.
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To understand the site's suitability for building and to determine if there are any specific conditions that should either be factored into design or scope of works.
2. To allow for the timely completion of the works such that the next phases of the project can be planned and submitted for scrutiny and approval.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

32. AMENDMENTS TO ANNUAL PROCUREMENT PLAN

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out proposed amendments to the Annual Procurement Plan 2021/22 (item 14 on the agenda filed with these minutes).

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the contracts, over £25,000 and up to £75,000 as listed in Appendix A to the report, be let in accordance with Contract Procedure Rules;
2. that the contracts, over £75,001 and up to £500,000 as listed in Appendix B to the report, be let in accordance with Contract Procedure Rules.

Reason

- 1.& 2. To allow contracts of the Council to be let in accordance with Contract Procedure Rules.

33. CUSTOMER SERVICES STRATEGY 2022-25

Considered, a report of the Head of Customer Experience setting out an updated Customer Service Strategy for the period 2022-2025, for recommendation to Council (item 15 on the agenda filed with these minutes).

The Head of Customer Experience assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

that it **be recommended to Council** that the Customer Services Strategy 2022-2025, as set out in the Appendix to the report of the Head of Customer Experience, be approved.

Reason

To identify the priorities against which the Council will seek to maintain and enhance its Customer Service capabilities over the period 2022-2025.

NOTE:

This meeting was informal for the purpose of recommending decisions to the Leader or Deputy Leader.

A Leader's Decision dated 30th July 2021 delegated all Executive functions and decision making to the Leader for a period of three months in accordance with Section 9E of the Local Government Act 2000.

A Leader's Decision dated 16th September 2021 delegated all Executive functions and decision making to the Deputy Leader until 30th September 2021 in accordance with Section 9E of the Local Government Act 2000 in circumstances where the Leader in considering a matter may under the provisions of the Code of Conduct have a 'personal interest which might lead to bias', in the Leader's absence or other situations where the Leader is unable to make a decision.

CABINET – 16TH SEPTEMBER 2021

Report of the Scrutiny Commission

ITEM 8 CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT
POLICY 2021-25

Purpose of Report

To consider the comments and recommendations of the Scrutiny Commission in relation to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-25.

Recommendation of the Scrutiny Commission

That the Cabinet be informed that the Commission welcomes and supports the recommendations set out in the report of the Heads of Landlord Services, Neighbourhood Services and Regulatory Services.

Reason

The Commission, having carefully considered and asked questions on the report felt the Cabinet should approve the recommendations set out.

Meeting Discussion

- i. Members praised the Corporate Anti-social Behaviour and Hate Incident Policy 2021-2025 and acknowledged the diverse and comprehensive range of issues covered within it. It was anticipated that the policy would improve the experience of victims and those supporting victims, by making information more accessible.
- ii. It was suggested that the contact information on reporting incidents as outlined in Appendix 1 to the report, be made available in leaflet form for easy distribution to members of the public.
- iii. Members stated that they would be interested in seeing the conclusions of the internal ASB review, which aimed to develop a co-ordinated and targeted approach to ASB work.
- iv. The policy was inclusive of the work of a number of services at the council, namely Landlord Services, Neighbourhood Services and Regulatory Services. More detail on the response to ASB within these individual services was outlined in service level procedures.

- v. The 'minor' amendments referred to in the recommendation to Cabinet would be considered by the relevant Head of Service in consultation with the Monitoring Officer.
- vi. The Council worked in collaboration with partner organisations and completed risk assessments in order to determine the vulnerability of perpetrators. Support and mediation were available through the Council.
- vii. The Council was committed to protecting the privacy and personal information of members of the public and would not relay this information to members if it was not appropriate.
- viii. An Anti-Social Behaviour training pilot had been trailed by a number of Councillors. This training was commended and members found it to be advantageous in their role. It was suggested that all members received the training.
- ix. The Housing Associations working in partnership with the council were required to have an anti-social behaviour policy in place and the council maintains effective and close working relationships with these organisations.

Policy Justification and Previous Decisions

Scrutiny Commission Procedure Rule 11.12 sets out the procedure by which a report of a Scrutiny Committee should be considered by Cabinet.

Implementation Timetable including Future Decisions and Scrutiny

The information on this in the Cabinet report is not affected by the recommendation of the Scrutiny Commission.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no further financial implications associated with the recommendation of the Scrutiny Commission.

Risk Management

There are no specific risks associated with the recommendations of the Scrutiny Commission.

Key Decision: Yes

Background Paper: Scrutiny Commission Minute 30 2021/22, 13th
September 2021

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