



Anti-Social Behaviour Policy & Procedures

2019

Version No.	Comments	Date	Authorisation
1.0	Initial draft document	14th November 2019	Daniel Cannon
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3.0	Third draft	2 nd December 2019	Daniel Cannon
4.0	Final	5 th December 2019	Daniel Cannon

Introduction

Brentwood Borough Council recognises the need to tackle Anti-Social Behaviour as it can have a detrimental impact upon our residents, communities and visitors to the Borough. We will work in partnership with other agencies to support those experiencing Anti-Social Behaviour. However, the Council will not always be the best placed authority/agency to tackle every issue. Therefore, we will advise and signpost complainants to ensure concerns are directed to the appropriate authority/agency.

Definition of Anti-Social Behaviour

It is not always easy to define Anti-Social Behaviour because people's judgment and tolerance may differ about what is and what isn't acceptable behaviour.

The Anti-Social Behaviour, Crime and Policing Act 2014 defines anti-social behaviour as: -

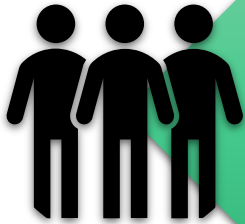
- (a) conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,
- (b) conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation or residential premises, or;
- (c) conduct capable of causing housing-related nuisance or annoyance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

To ensure that the Council provides the appropriate level of service to complainants the focus needs to be on those behaviours that have a significant, negative impact on others' quality of life, but does not necessarily take the form of criminal behaviour such as drugs, criminal damage, assault etc.

Anti-Social Behaviour generally falls into these categories.



Personal - behaviour that targets a particular individual or specific group or is aimed at having an impact on a particular individual or incident rather than a community at large. E.g. harassment, intimidation, threatening behaviour and noise nuisance.



Nuisance - individuals or incidents that cause trouble, annoyance, inconvenience, or suffering to people in the local community in general, rather than targeted at an individual. E.g. vandalism, intimidating gathering of youths and nuisance vehicles.



Environmental - incidents and inconsiderate actions which impact on the surroundings including the natural, built and social environments. E.g. graffiti, litter and fly tipping.

Reports that are not Anti-Social Behaviour could be any of the following – children playing in the street or communal areas, young people gathering socially, being able to park outside your own home, DIY and car repairs (unless late at night), civil disputes and one off noise complaints (parties etc.)

The Council will **not** act in the following circumstances:



One-off noisy party within reasonable times



Noise from children playing



Personal differences/family disputes



Disagreements about parking



Civil disputes such as boundary issues



Groups of young people gathering who are not acting in an intimidating manner

Who is responsible for dealing with Anti-Social Behaviour?

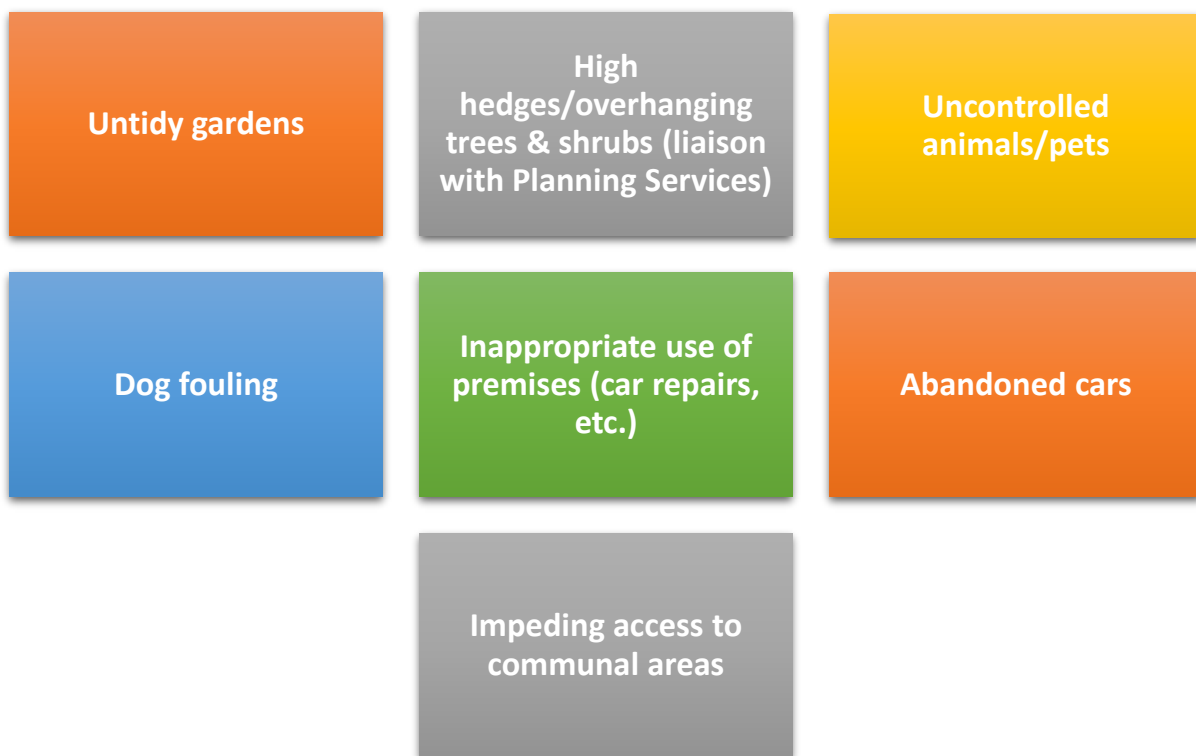
It is important to recognise that whilst most complaints about Anti-Social Behaviour come to directly from members of the public, in some situation's information comes directly from other sources including our partner agencies such as Essex Police or Essex Country Fire and Rescue etc.

If the complaint is not one which can be dealt with by the Council the complainant will be referred to the appropriate authority/agency. Please see [appendix 1](#) for more information.

Landlord Obligations

The Council has its own housing stock and is responsible for ensuring that tenants and leaseholders are aware of their responsibilities and obligations outlined within their tenancy agreement/lease. Brentwood Borough Councils Housing Department will seek to resolve low level problems at the earliest opportunity, through established tenancy management processes, preventing unnecessary escalation.

Listed below are examples of issues that could reasonably be resolved through tenancy management processes.



Other housing providers will have their own tenancy agreements and processes in place which will advise tenants of their rights and responsibilities.

Where Anti-Social Behaviour enquiries include reports of criminal offences for which an individual could be charged and prosecuted, the matter should be referred to Essex Police to determine whether it would be more appropriately investigated by them. However, the Council will continue to work with our police colleagues and other agencies when it is appropriate and necessary.

Reporting incidents of Anti-Social Behaviour to the Council

Reported allegations of Anti-Social Behaviour which are the responsibility of the Council can be made by completing an Anti-Social Behaviour Report Form which can be accessed by the following ways:

Website	www.brentwood.gov.uk
Telephone	01277 312500
In person	Town Hall - main reception (Ingrave Road)

Complaints can be reported by: -

- The victim
- The victim's family
- Friends of the victim
- Witnesses of an incident
- Councillors/Members of Parliament
- Other relevant agencies

Other routes could include:

- Contacting the appropriate landlord or letting agency who will have their own Anti-Social Behaviour Policy and Procedure in place.
- Hate Crime Reporting Centres (HIRCs)
- Essex Polices non-emergency number **101**.

Operational Procedures

Enquiry handling

Council officer's receiving a report of Anti-Social Behaviour which requires action by the Council will log all details on the Council's Anti-Social Behaviour case management system (Uniform) and if appropriate allocate to the relevant officer or service area to assess and deal with the complaint.

All Anti-Social Behaviour Report Forms will be assessed by the Community Safety Team in line with the Councils policy. Those cases requiring action will be categorised and allocated to the relevant Council officer.

As detailed within this document the Council will not always be the appropriate authority/agency to deal with complaints and every effort will be made to redirect complainants.

Anonymous reports will not be accepted.

Case Investigation

Please see [appendix 2](#) for further information in regards to case investigation.

What you can expect

All reports to the Council will be categorised according to their level of seriousness as set out in the following table:

Category	Definition	Response Time
High	<ul style="list-style-type: none"> • Reports involving serious risk to individuals or the neighbourhood, which may include a serious threat of violence or other criminal activity (please see the note below) • Reports where individuals with care and supports needs are involved. • Reports, originally classed as ‘Medium’, where it now appears to the investigating officer that a more serious position has developed or may be developing. <p>Please note that incidents such as serious threats of violence or abuse, assault, violent criminal activity, drug dealing or hate crime must be reported to Essex Police by either phoning 101 (999 in an emergency) or online www.essex.police.uk</p>	1 working day
Medium	<ul style="list-style-type: none"> • Reports of behaviour that is persistent or unreasonable and cannot be addressed by mediation. 	3 working days
Low	<ul style="list-style-type: none"> • Initial reports of disputes between neighbours or other neighbour nuisance that cannot be resolved by mediation. <p>We will not get involved with incidents such as:</p> <ul style="list-style-type: none"> • Parking issues outside your home • Civil disputes between neighbours, for example over boundaries or shared driveways 	5 working days

- Day-to-day noise, for example from washing machines, toilets flushing, vacuum cleaners, footsteps on floors
- Neighbours' gardening or lawn-mowing
- DIY or car repairs (unless they are being done late at night or as part of an illegitimate business)
- Ball games, children playing in public or communal areas, or youths gathering socially (unless they are causing a nuisance)
- BBQs, cooking smells, babies crying, the hours people keep or other lifestyle differences.

Assessing Risk

Each report will be assessed and dealt with by investigating officer in accordance with the risk status after completion of the Risk Assessment Matrix (RAM) (see appendix 3). Cases are reassessed throughout the investigation to review support needs in response to ongoing incidents, changes in personal circumstances, and any significant case actions i.e. legal notices served.

The complainant will be informed verbally that information will be shared with other organisations and verbal consent obtained so as not to slow or impede the process of investigation.

Concerns relating safeguarding issues will be dealt with in accordance with the Council's Safeguarding Procedures and all referrals will be notified to the Council's safeguarding lead or, in their absence, the nominated deputy.

Counter Allegations

Where an alleged perpetrator makes a counter allegation, it is treated seriously, and they will be requested to complete an Anti-Social Behaviour form for further investigation.

Evidence Collation & Statement Taking

It is important that throughout the process of investigating reports of Anti-Social Behaviour all information is recorded properly and formally. This means that accurate, clear and objective records must be kept.

The records include Anti-Social Behaviour Report Forms, details of meetings, discussions, telephone conversations and file notes, e-mails and letters.

Evidence can take the form of witness statements, CCTV footage, letters of complaints, reports to police, previous convictions, previous interventions.

In some cases, hearsay can be used, however, this should be supported by corroborative professional evidence to give greater credibility.

If the complainant is asked to fill out diary sheets, they will be sent out at the initial part of the investigation. However, these need to be sent back within 2 weeks or the case will be automatically closed.

Please see [appendix 4](#) for diary sheet examples.

The investigating officer receiving complaints will always consider a referral to Community Safety Tasking (CST) for additional support and assistance. CST is a multi agency forum that meets monthly to discuss cases of Anti-Social Behaviour and other issues. They also perform the role of the review panel for all Anti-Social Behaviour Case Reviews. However, ownership of the case will remain with the service area.

Consideration should be given to the use of other means of evidence which can include:

- Overt CCTV (refer to CCTV Operations Officer for installation and signage).
- Still photographs. Statements will be required from person taking and images secured and exhibited to the required court standard.
- Video evidence from witnesses or complainants – as above
- Evidence from other agencies e.g. housing officers, environmental health officers, police staff and other professional witnesses.
- Prior enforcement action e.g. Acceptable Behaviour Contracts, Injunctions, cautions, warnings, criminal convictions
- Medical evidence regarding the health and impact upon the witness and or the physical or mental health of the perpetrator (permission required from victim)
- Community Impact statements
- Evidence of other agency involvement
- Intervention methods previously offered or implemented and outcome
- Historic evidence of any other previous incidents

Interventions

Restorative Justice & Mediation

In April 2015 the Restorative Justice Hub was launched, based at the office of the Police & Crime Commissioner. The hub offers mediation for neighbour disputes and low level ASB as well as referrals for Restorative Justice. Therefore, investigating officers will consider offering mediation when appropriate and refer cases to the Hub. For further information visit www.essex.pcc.police.uk where guidance and referral documents can be found or speak to one of the Restorative Justice Champions within the Council. They are:

Daniel Cannon	Community Safety	Enforcement@brentwood.gov.uk	01277 312500
Isabelle Hatton	Community Safety		

Victim Support

Victim Support is an independent UK charity which helps people cope with the effects of crime. They provide free and confidential advice and support to help victims, witnesses and their families. The Council will consider referrals to Victim Support when necessary and appropriate.

Action

Once the initial investigation has been completed, an proportionate response will be given, and the complainant informed of the action to be taken and the period of time it will happen in.

They should have the opportunity to comment on the action and raise any issues or concerns on how it may affect them. The action may have to be altered to accommodate concerns expressed by the victim/witness. All complainant contact and responses will be recorded on the ASB case management system.

With the agreement of the complainant the investigating officer will contact the perpetrator and give them the opportunity to explain any of the allegations made. If the complainant does not wish for the investigator to contact the alleged perpetrator then no further investigation/action will take place.

Details of the complainant(s) will never be disclosed (either directly or indirectly) to the perpetrator without their consent. However, if Court action becomes necessary the Council may have to disclose complainant's details or in some circumstances the complainants may be required to give evidence at Court. This will also be discussed with the complainant before proceeding.

The Council will consider all supportive and diversionary interventions and referrals that are appropriate to the perpetrators tenure, age, and support needs, balancing the support needs of the perpetrator against the seriousness of the Anti-Social Behavior and the need to protect victims and witnesses. Where possible interventions and referrals will be made when appropriate.

If perpetrators are being supported by another agency, then the case office will regularly discuss any proposed action so that the impact can be assessed, and necessary support can be provided.

Enforcement action could include the following:

Acceptable Behaviour Contracts (ABC)

Written contracts between an individual (and their parent/carer if they are under 18), the Council or Housing Provider, and the Police. Although not legally binding, the contract is a promise that the individual will not carry out certain acts which could be seen as anti-social. The Contract may include support for the individual in tackling the behaviour.

Contract terms will be agreed with the perpetrator through face to face meetings at which behaviours are fully discussed and their impact recognised. It is not always necessary to use an ABC before taking other action (e.g. where the behaviour is very serious) but it is a step that would be considered in most cases.

Parenting Contracts

In some cases, it may also be appropriate for the parent to enter into a Parenting Contract, where the parent agrees to certain measures to try and stop the anti-social behaviour being caused by their son/daughter.

Noise Abatement Notice

Where an Officer is satisfied that that a noise problem amounts to a statutory nuisance an abatement notice, under Section 80 of the Environmental Protection Act 1990 may be served on the person causing the problem or the landlord/owner of the property within 7 days of the nuisance being witnessed. The notice will require the person to stop

causing a disturbance and may also require works to achieve this to be carried out within a specified time

Community Protection Notice (CPN)

Since the Anti-Social Behaviour Crime & Policing Act came into force in October 2014 Councils and Police can use the CPN to stop persistently anti-social individuals, businesses or organisations. It can include requirements to stop or do things or take steps to avoid further Anti-Social Behaviour. Failure to comply with a CPN without reasonable excuse is a summary offence carrying a maximum penalty on conviction of a fine of up to level 4 (individuals) or £20,000 (businesses).

Alternatively, an Authorised Person may issue a Fixed Penalty Notice (max £80) conferring immunity from prosecution if paid within 14 days.

Public Spaces Protection Orders (PSPOs)

The Anti-Social Behaviour Crime & Policing Act introduced PSPOs which are designed to protect public spaces from persistent anti-social individuals or groups. For example: persistent dog fouling in an area. They can be obtained by the Council in consultation with the police.

The Injunction to Prevent Nuisance and Annoyance (IPNA)

A civil power to stop a person's ASB escalating and set a clear standard of behaviour. It can include prohibitions and positive requirements. For perpetrators aged 10 and over.

Criminal Behaviour Orders (CBO)

A Court Order to tackle ASB which is applied following a conviction for any criminal offence can include prohibitions and positive requirements. If the Court is satisfied beyond reasonable doubt that the offender has caused or is likely to cause harassment, alarm or distress to others and the CBO will help prevent it.

Dispersal Powers

A Police power to remove a person from a specific location for up to 48 hours if authorised by a police inspector or above.

Absolute Ground for Possession

A power which offers protection and faster relief to victims by quickly evicting the most anti-social tenants. It can be used by the landlord (Council, Housing Provider, Private Landlords) on a premises where Anti-Social Behaviour is causing nuisance or disorder

such as noisy premises, environmental pollution, drug/alcohol related Anti-Social Behaviour.

Closure Power

Power to close premises for up to 48 hours out of Court (Closure Notice) or up to 6 months via the Court (Closure Order)

Tenancy Enforcement - Secure Tenancies

The Council will adhere to agreed processes for dealing with Anti-Social Behaviour related to secure tenancies. Enforcement measures used for secure tenancies are:

- Written warnings
- Housing Cautions
- Demoted tenancies
- Possession orders

Tenancy Enforcement – Introductory Tenancies

The Council will adhere to the legal process set out for dealing with Anti-Social Behaviour related to Introductory Tenancies. Enforcement measures used for Introductory Tenancies are:

- Extension of Introductory Tenancies
- Termination of Introductory Tenancies
- Final Warnings
- Possession

Injunctions under s.153 Housing Act 1996

An injunction is a court order prohibiting a person from committing certain acts. If any injunction is breached, this will be contempt of Court, and the council can apply for this contempt to be punished by a fine or committal to prison.

It may also be possible to obtain a power of arrest and exclusion zone (including exclusion from someone's home), as part of the injunction if the individual has used or threatened violence or there is a significant risk of harm to victims.

In very serious cases it may be possible to apply for an injunction without telling the perpetrator that the council is applying to court for an order.

Injunctions for trespass

The Council can send a prohibition letter banning individuals from entering council owned property. If the letter is ignored this will be trespass and the council can apply

for an injunction banning the individual from continuing the trespass. In the case of schools, the law requires the parent of a child to be consulted before such a ban is made against them.

Injunctions under s.222 Local Government Act 1972

The Council can use the authority of s. 222 Local Government Act 1972 to bring proceedings in the County Court to prohibit a person from continuing to cause a public nuisance, if it can be shown that it is expedient for the promotion or protection of the interests of the inhabitants of the area. These can be used to deal with problems such as drug dealing, begging or prostitution.

Brentwood Community Safety Tasking (CST) referrals

As mentioned previously The LAG is a multi-agency problem solving meeting attended by practitioners from the Council, Essex Police, Housing Providers, Youth Offending and other interested parties. Referrals can be made by any practitioner who has a role in tackling ASB in the Borough. The LAG meets monthly.

Each referral will be discussed and actions allocated to appropriate officers. The case will be formally reviewed each meeting where actions will be determined until a successful resolution has been achieved. All parties attending the CST sign a confidentiality statement. The CST also performs the role of the Review Panel for all Anti-Social Behaviour Case Reviews.

Anti-Social Behaviour Case Review (Formerly the Community Trigger)

The purpose of the Case Review is to give victims and communities the right to request a review of their case and bring agencies together to take a joined up, problem solving approach to find a solution. Responsible Authorities and other relevant bodies are responsible for taking the problem-solving approach. The threshold for Case Review is three qualifying complaints in the previous six-month period (*See Appendix 5*).

The process adopted by Brentwood Borough Council is based along the model developed by Safer Essex and agreed by the Police, Fire & Crime Commissioner (PFCC). It has been decided locally by all partners to incorporate the process in the multi-agency CST structure that is being established. The CST will meet each month to consider Anti-Social Behaviour, Hate Crime & Domestic Abuse cases. The group will now also act as the Case Review Panel and consider Anti-Social Behaviour Case Review requests. All decisions and actions will be recorded in the minutes.

On the receipt of a complaint where the threshold is met, in addition to initiating the review process, personal contact with the complainant will be carried out by an officer from the Community Safety team as soon as practicable. The officer will act as an advocate for the complainant during the review process, no matter what organisation has led in previous investigations or are identified in leading in the case review. If the case relates to one dealt with by the Community Safety Officer contact will be made by a different officer. The officer will act as point of contact to the complainant during the review process and will keep them updated of all developments including the progress of further action plans to resolve the issues subject to complaint.

In cases where victims present to the Council who may have disabilities preventing them reporting online or in writing assistance will be given by officers from Community Safety Team to complete the necessary reporting forms.

Community Remedy

The Community Remedy give victims a say in the out-of-court punishment of perpetrators for low-level crime and ASB.

The Act places a duty on the Police and Crime Commissioner to consult with members of the public and community representatives on what punitive, reparative or rehabilitation actions they would consider to be on the Community Remedy Document.

For further information on the powers/interventions available please see [appendix 6](#)

Resolution

A case can be resolved at any stage. Resolution means an outcome that has been implemented after careful and thorough investigation. It may not be the outcome that the complainant wants.

Outcomes are often reached more by intervention, prevention and diversion than enforcement actions. However, a twin track approach of enforcement and support are also effective.

The investigating officer must ensure that Uniform, the ASB case management system is updated and the case will not be closed before being reviewed and authorised by the supervising Officer.

If a complainant feels that their complaint has not been action or dealt with appropriately, they can request a review of their case. This can be done by completing a request for

an ASB Case Review. For more information please visit the Council's website: www.brentwood.gov.uk.

Staff Training

The Council places a high importance on training of staff and will deliver training to staff at regular intervals to ensure staff are fully informed of any changes to procedures, processes and legislative tools and powers.

The Council will in addition update its partners on any changes to practice, legislation and continually raise awareness of anti social behaviour strategies and procedures.

Data Protection and Confidentiality

The Council needs to process personal data and private information in order to deliver many of its services.

Confidentiality

The Council adopts the general principle that information should only be disclosed to individuals with a legitimate and reasonable right to that information.

In general, all information received from victims and witnesses of ASB will be treated as having been given to Brentwood Borough Council in confidence and will not be disclosed to third parties unless those providing the information have agreed that we may do so.

We will treat every case in confidence and officers will do all they can to protect the identity of victims and witnesses.

We will advise witnesses that:

- Their information will be treated as confidential and not be disclosed without their permission, and that we will do all we can to protect their identity when we speak to other people.
- We will not disclose their details but advise them that it may not always be possible to prevent their identity from becoming known (for example, if there are specific details in the allegations put to alleged perpetrators).
- Officers will conduct their enquiries in a way that reduces to a minimum any opportunity that will lead to the identification of victims and witnesses.

Sharing information with our partners

The Council and our community safety partners use an agreed Information Sharing Protocol created under the Crime and Disorder Act, 1998.

We may share information with these other agencies for preventing Anti-Social Behaviour or Crime.

Sharing information with tenants and the community

The Council works proactively with the media to publicise successful actions to prevent or tackle Anti-Social Behaviour.

The Council regularly communicates with its tenants and residents on a variety of matters, including Anti-Social Behaviour. The Community Safety Partnership regularly sends out a newsletter to partners and residents on community safety issues.

Recording of decisions made under delegated powers

The Openness of Local Government Bodies Regulations, which came into force on 6 August 2014, requires local authorities to record and publish certain significant officer decisions made under delegated powers.

There are exemptions to the Regulations and officers should refer to guidance available on the staff intranet or their line manager to ensure they comply with the Regulations and record appropriate decisions.

For example, if an officer seeks to use the Public Spaces Protection Order this should be recorded on the Delegated Decision Record Sheet.

Protection of Staff

The Council has a policy on violence at work to protect its staff. Risk Assessments required under the Management of Health and Safety at Work Regulations 1992 are carried out in respect of staff with duties to undertake anti-social behaviour work.

Complaints

We are always committed to giving you the best possible service, but sometimes we make mistakes. If this happens, we want you to contact us and let us know.

Where complaints cannot be resolved by local managers, complaints will be referred to the performance core for further review and response.

If you have a complaint, compliment or a comment about the council, you can talk to the member of staff concerned or their manager, you can:

Phone us on: **01277 312500**

Use the online form on the Council Website at www.brentwood.gov.uk

Write to us at: Brentwood Borough Council
 Town Hall
 Ingrave Road
 Brentwood
 CM15 8AY

Media Strategy

The Council will wherever appropriate seek to publicise its work to promote positive case outcomes and provide reassurance to residents in its ability to tackle anti-social behaviour.

All news stories resulting from the Council's casework and initiatives in the borough will be processed through the Council's Communications Team.

Policy & Procedure Review

This document will be reviewed every three years to ensure it remains relevant and up to date.

Appendix 1

Brentwood Borough Council ASB Help Sheet

Anti-social Behaviour is any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life.

Community Safety	Tenancy Management	Essex Police
Persistent noise nuisance (H) Persistent neighbour disputes* Hate crime* Nuisance youths Anti-social and dangerous driving* Off road cycling*	Neighbour disputes Overgrown gardens Rubbish accumulation Dog fouling Vehicle stickering Flytipping (H)	Drug dealing* Drug taking* Domestic abuse Harrasment Criminal damage Grafitti* If an emergency please call 999

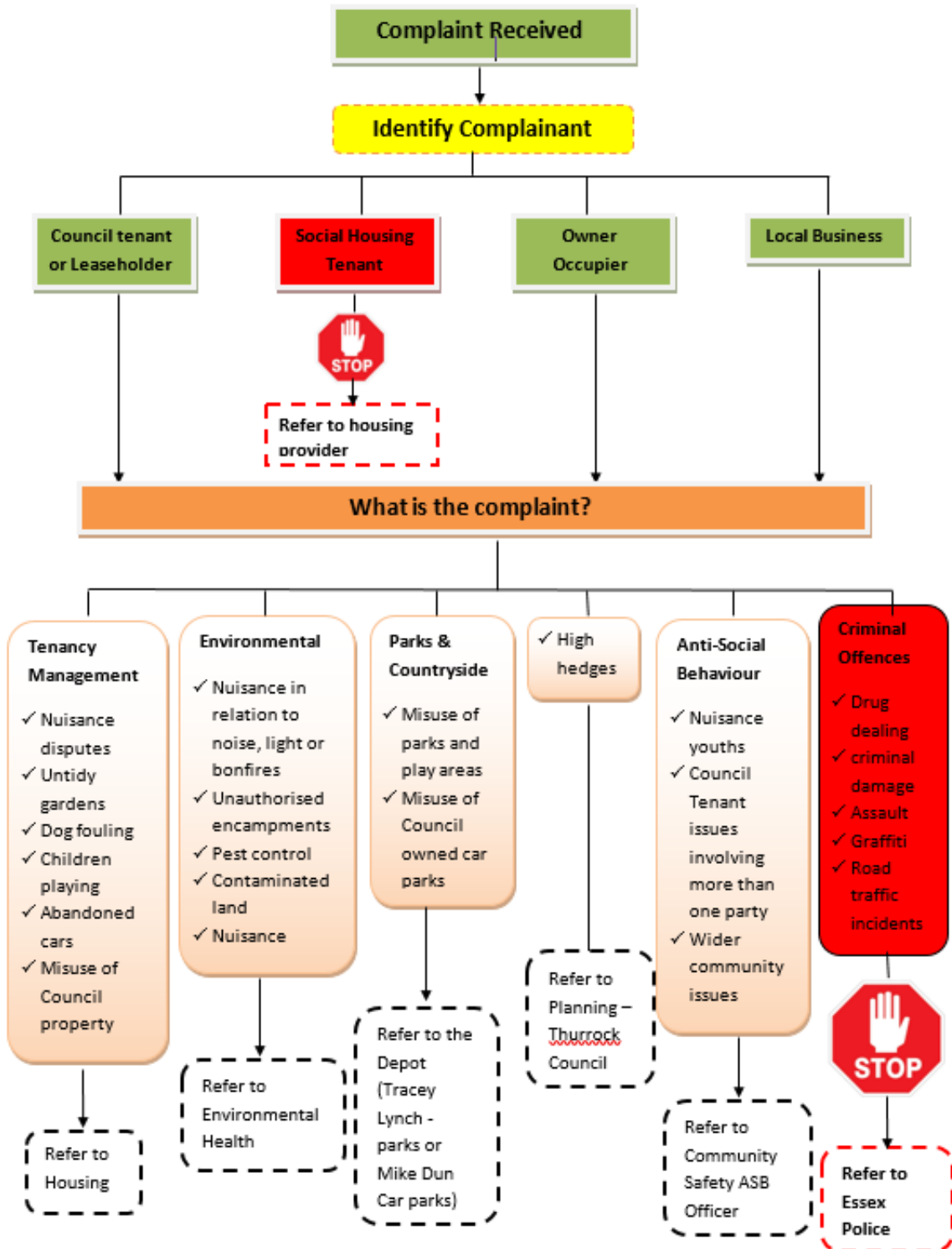
Reports that are not ASB could be any of the following - children playing in the street or communal areas, young people gathering socially (unless they are being intimidating), being unable to park outside your own home, DIY and car repairs (unless late at night), civil disputes, one off noise complaints (parties etc.)

Any call in relation to ASB where the perpetrator comes under another Social Landlord, please ask the caller contact the below

Circle -
Newham Council - 020 8430 2000
Chelmer Housing Partnership - 0300 555 0500
Anchor Housing - 0808 102 4070
Brentwood Housing Trust - 01277 225084
London and Quadrant - 0300 456 9996
Moat Homes - 0300 323 0011
Genesis Housing Association- 0800 111 999

*Anything that has an astrix would be dealt with by multiple partner working. However, please initially report to section its listed under.

ASB Complaint Response - Flow Chart



Risk Assessment Matrix		
Name:		M3 Ref:
Address:		
Tel No:	Score	Scoring Points
H I S T O R Y	Other than this occasion how often do you have problems?	0 – None previously 3 – Occasionally 5 - Frequently
	Do you think that incidents are happening more often and/or are getting worse?	0 – No 2 - Yes
	Do you know the offenders?	0 – No 1 – Yes 2 – Know each other well
	Is anyone in particular being specifically targeted by this behaviour?	0 – No 1 – A number of people 2 – Your family 3 - You
	Do you feel that this incident is associated with your faith, nationality, ethnicity, sexuality, age, gender or disability?	0 – No 3 - Yes
	Does the perpetrator (or their associates) have a history of or reputation for intimidation or harassment?	0 – No 2 – Have not harassed the complainant, but have a history or reputation for harassment or violent behaviour 3 – Have harassed the complainant in the past 5 – Currently harassing the complainant
V U L N E R A B I L I T Y	How affected have you been by what has happened?	0 – Not at all 2 – Changed routine or avoid locations 4 – Distressed 6 – Affected physical or mental health
	Do you have any friends, family or professionals to go to for support?	0 – A close network of people to draw on for support 1 – A few people to draw on for support 3 – Lives alone and is isolated
	In addition to what has happened, do you feel that there is anything that is increasing you or your household's personal risk (eg. Because of personal circumstances?)	0 – No 3 - Yes
Scale	<u>Are there any other agencies involved with this problem?</u>	
	Apart from any effect on you, do you think anyone else has been affected by what has happened?	
Officer's personal assessment		
Reasons:		
Officer's assessment: STANDARD/MEDIUM/HIGH		
Score:	0-11 = STANDARD 12-23 = MEDIUM 24+ = HIGH	OVERALL RISK ASSESSMENT:
		STANDARD MEDIUM HIGH
Officer completing assessment		
Signature:		Name:
CONSENT TO INFORMATION SHARING		
I consent to agencies obtaining and sharing information as part of the multi-agency work to help and secure my safety and that of my family. Verbal consent given <input type="checkbox"/> Y <input type="checkbox"/> N Date: _____ Officer: _____		
If there are child protection / safeguarding concerns, information will be shared regardless of whether this form is signed.		
SIGNATURE:		
PRINT NAME:		DATE:

Anti-Social Behaviour Diary Sheets



**BRENTWOOD
BOROUGH COUNCIL**

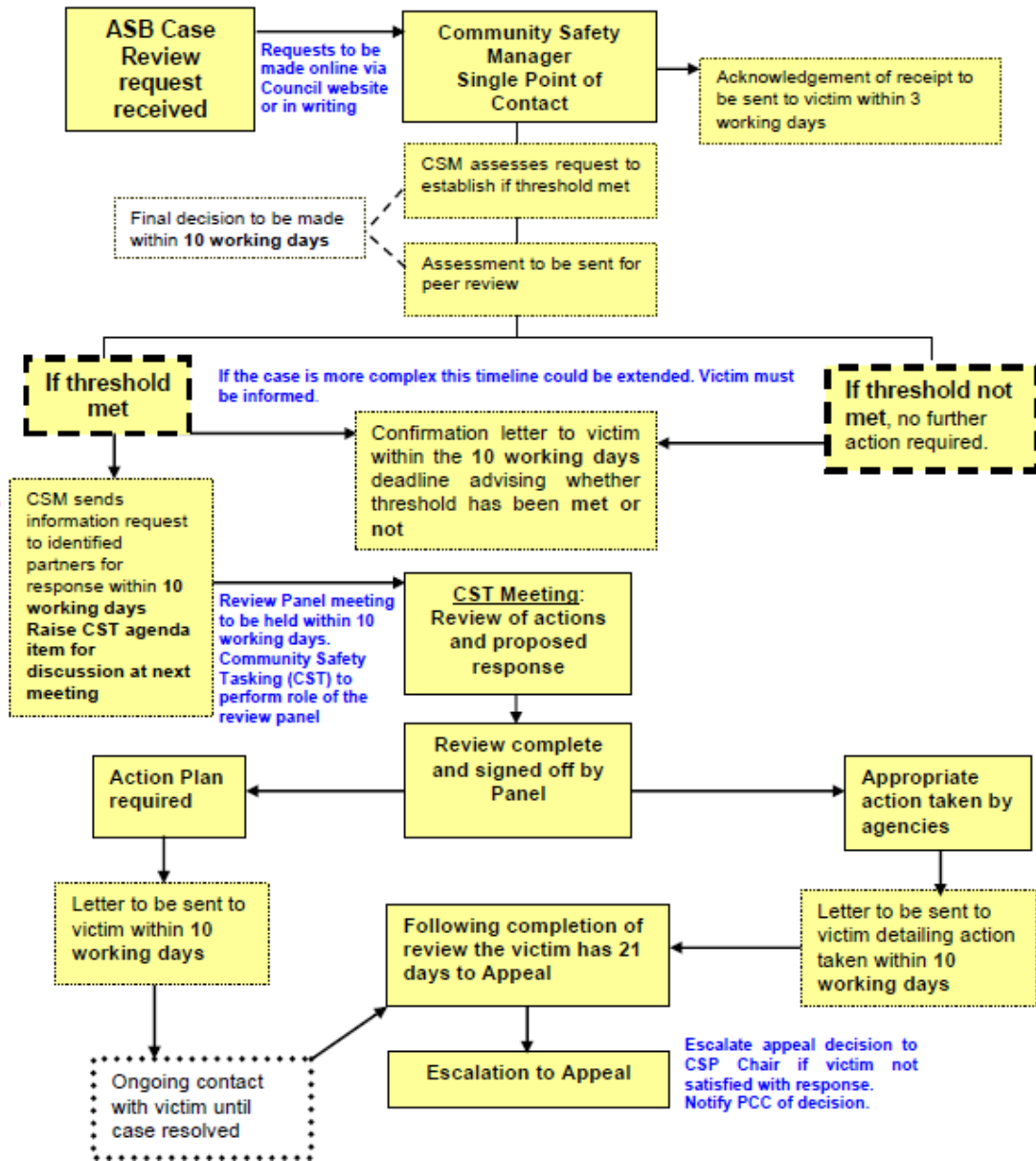
It is important to keep a record of all incidents of antisocial behaviour. You should always try to complete this record at the time of the incident when the details will be fresh in your mind. Please keep it in a safe place to show it to the staff member when discussing your case. Each member of your household monitoring the problem should keep their own diary to ensure it is a personal record.

Your Details	
OFFICE USE	<p>Investigating officer & case reference (if you know this)</p> <p>(Please write here the person who is dealing with your case and the case reference if you know this)</p>
Your name	
Your address (inc postcode)	
Details of person(s) suspected of causing antisocial behaviour	
Name	
Address (inc postcode)	

Diary of Events					
Date	Start time	Finish Time	Details of antisocial behaviour / domestic violence/ hate crime (e.g. loud music)	Effect on you (e.g. lack of sleep)	Other information (e.g. action taken by you)

Brentwood ASB Case Review Flowchart

ASB Case Review Timeline = 40 days
 10 days to confirm if threshold met...10 days to request info...10 days for panel...10 days to complete and advise victim



Appendix 6

Intervention	Who can issue/apply	Grounds	Typical Use	Additional Information
<p>Injunction to Prevent Nuisance & Annoyance (IPNA)</p> <p>A civil power to stop a person's ASB escalating and set a clear standard of behaviour. It can include prohibitions and positive requirements. For perpetrators aged 10 and over</p>	<ul style="list-style-type: none"> • Councils • Housing Providers • Police 	<p>On the balance of probabilities:</p> <ul style="list-style-type: none"> • The respondent has engaged or threatens to engage in ASB • The court considers it just and convenient to grant the injunction for the purpose of preventing the respondent from engaging in ASB. 	<ul style="list-style-type: none"> • Drug/alcohol related ASB • Harassment • Noise (tenure neutral) • Vandalism, 	<ul style="list-style-type: none"> • Its available to a wider range of agencies than the ASB Injunction • Obtainable on a civil standard of proof unlike Anti-Social Orders (ASBOs) • No need to prove 'necessity' unlike ASBOs • Scope for positive requirements to focus on long-term solutions
<p>Criminal Behaviour Orders (CBO)</p> <p>A Court Order to tackle ASB which is applied following a conviction for any criminal offence, Can include prohibitions and positive requirements</p>	<ul style="list-style-type: none"> • Crown Prosecution Service (CPS) – the Council and Police can request 	<p>If the Court is satisfied beyond reasonable doubt that the offender has caused or is likely to cause harassment, alarm or distress to others and the CBO will help prevent it.</p>	<ul style="list-style-type: none"> • Harassment • Hate crime • Criminal damage • Drunk and rowdy behaviour 	<ul style="list-style-type: none"> • No need to prove 'necessity' unlike ASBOs • Scope for positive requirements to focus on long-term solutions • Courts can grant an interim order in certain circumstances
<p>Dispersal Powers</p> <p>The power to remove a person from a specific location for up to 48 hours if authorised by a police inspector or above</p>	<ul style="list-style-type: none"> • Police 	<p>Someone's behaviour is causing or likely to cause harassment, alarm or distress</p>	<ul style="list-style-type: none"> • Alcohol/drug related ASB • To provide short term respite to communities 	<ul style="list-style-type: none"> • An area does not need to be designated as a dispersal zone • No requirement to consult • Additional power to confiscate

<p>Community Protection Notice (CPN)</p> <p>A Notice to stop persistently anti-social individuals, businesses or organisations. Can include requirements to stop or do things or take steps to avoid further ASB.</p>	<ul style="list-style-type: none"> • Council • Housing Providers • Police 	<p>Persistent or continuing conduct which negatively affects a community's quality of life</p>	<ul style="list-style-type: none"> • Graffiti • Dog fouling • Litter • Noise disturbance 	<ul style="list-style-type: none"> • Can deal with a wider range of behaviours • Can be used against a wider range of perpetrators
<p>Public Spaces Protection Orders (PSPO)</p> <p>An Order designed to protect public spaces from persistent anti-social individuals or groups.</p>	<ul style="list-style-type: none"> • Council (in consultation with Police and other relevant partners) 	<p>Unreasonable behaviour which is (or likely to be) persistent or continuing and has (or likely to have) a detrimental effect on the local community's quality of life</p>	<ul style="list-style-type: none"> • Dog fouling • Alcohol/drug related ASB • Noise 	<ul style="list-style-type: none"> • Replaces Gating Orders, Dog Control Orders, and Designated Public Places Orders • Can restrict access to public places being used to commit ASB
<p>Closure Power</p> <p>Power to close premises for up to 48 hours out of Court (Closure Notice) or up to 6 months via the Court (Closure Order)</p>	<ul style="list-style-type: none"> • Council • Police 	<p>Premises used (or likely to be used) to cause a nuisance to the public or disorder</p>	<ul style="list-style-type: none"> • Premises where ASB is causing nuisance or disorder such as noisy premises, environmental pollution, drug/alcohol related ASB 	<ul style="list-style-type: none"> • A single closure power covering a wider range of behaviour
<p>Absolute Ground for Possession</p> <p>A power which offers protection and faster relief to victims by quickly evicting the most anti-social tenants.</p>	<ul style="list-style-type: none"> • Council • Housing Providers • Private Landlords 	<p>The tenant, a household member, or a person visiting has been convicted for a serious offence or has breached certain ASB interventions</p>	<ul style="list-style-type: none"> • Premises where ASB is causing nuisance or disorder such as noisy premises, environmental pollution, drug/alcohol related ASB 	<ul style="list-style-type: none"> • Applies to secure and assured tenancies • Will provide new flexibility for landlords to obtain possession through this faster route for persistently anti-social tenants

Acceptable Behaviour Contracts (written contract between an individual and the Council, Housing Provider – when housing related) and/or the Police)	<ul style="list-style-type: none"> • Council • Housing Provider • Essex Police 	Persistent low level ASB	<ul style="list-style-type: none"> • Nuisance Youth • Dispute between neighbours • Persistent bad behaviour by an individual 	<ul style="list-style-type: none"> • Not legally binding • Early intervention • Offered as first step before considering alternative action • Lasts for 6 months
Parenting Order (as above – but agreed measures to try and stop the ASB being caused by their son/daughter)	<ul style="list-style-type: none"> • Council • Housing Provider • Youth Offending 	To work alongside an ABC to support the young person and/or parent	<ul style="list-style-type: none"> • In conjunction with an ABC 	<ul style="list-style-type: none"> • Not legally binding • Early intervention • Offered as first step before considering alternative action • Lasts for 12 months
Noise Abatement Notice (Section 80 of the Environmental Protection Act 1990)	<ul style="list-style-type: none"> • Council 	Statutory noise nuisance	<ul style="list-style-type: none"> • Dispute between neighbours • Licensed premises 	<ul style="list-style-type: none"> • Have to be witnessed by an Environmental Health Officer