

**Decision under Delegated Powers**  
**Creation of ASB Services Facilitator Post**

**Officer Requesting the Decision**

Peter Oliver (Head of Landlord Services)

**Officer Making the Decision**

Rob Mitchell (Chief Executive)

**Recommendation:**

To approve the:

- a) Creation of the ASB Services Facilitator Post at SO1 in General Fund cost centre A009 Crime Reduction at 37 hours per week for a fixed term of 12 months. The job profile is appended. It is anticipated the post will report to the Community Safety Manager A035
- b) To approve a virement from the HRA Financing Fund to the HRA Budget Code H021 (ASB) to fund 50% of this post.
- c) The remaining 50% of costs to be taken from vacancy savings from the General Fund budget A009 Crime Reduction (post: A019 Community Safety Officer) and N400 Street Management (post: M005 Street Wardens).

The effective date for all changes is scheduled for 1<sup>st</sup> November 2022, with recruitment to progress subject to approval.

**Reasons:**

- a) to deliver a recommendation arising from the ASB review to appoint an ASB Facilitator.
- b) to fund the creation of the post for the fixed term though an apportionment of costs to the HRA.
- c) to fund the creation of the post for the fixed term though an apportionment of costs to the General Fund.

### **Authority for Decision:**

The Chief Executive, as head of paid service, has delegated authority under the Constitution to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

### **Decision and Date:**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a flourish.

*Approved 23<sup>rd</sup> August 2022*

### **Background:**

The Job Profile is appended. The post has been subject to Job Evaluation.

The post will focus on the internal management of ASB. A recommendation was made through the ASB review that an ASB facilitator role be created. Several options were explored around the undertaking of the Facilitator duties contained in the attached Job Profile. The ASB Review Project Board expressed a clear preference for the creation of this distinct post.

The post will be initially funded for 12 months from salary savings in the General Fund, and a transfer of money from the Housing Revenue Account. After this initial period, a review will be undertaken to determine whether the post is needed on a long-term basis. If necessary, this would likely need to be considered as a service pressure.

It is anticipated the Community Safety Manager will take on the line management responsibility for the ASB Facilitator. This responsibility is consistent with both the grading and the main duties and responsibilities of that post. An appropriate consultation will be required to take place in this respect.

### **Comments from HR**

HR Advisor: S Choudhury (10/08/22)

Summary of Comments from HR: Job was evaluated by a JE panel on the 19<sup>th</sup> May 2022. Once DD is approved management will need to advertise the post in line with CBC's recruitment policy.

## Financial Implications

Total cost include full oncosts but does not include any pay awards for either 2022/23 or 2023/24 & assumes start at bottom of S01, with 1<sup>st</sup> increment in 2023/24 for this purpose.

1<sup>st</sup> Nov'22 – 31<sup>st</sup> Mar'23 (5mnths) SO1 scp23 = £28,226 + 43.33% on-costs = £40,456 / 12 \* 5 = £16,857

1<sup>st</sup> Apr'23 – 31<sup>st</sup> Oct'23 (7mnths) SO1 scp24 with 2% inflationary increase = £29,757 + 43.33% on-costs = £42,651 / 12 \* 7 = £24,880.

Total estimated costs 1fte = £41,737

## HRA

50% of the costs for a full time ASB Services Facilitator post on scale S01 for 12 months will be approximately £20,900 (rounded) funded via a virement from the HRA Financing Fund to HRA Budget Code H021 ASB.

## General Fund

50% of the cost will be met using current vacancy savings in post A019 (Community Safety Officer) in Cost Centre A009 of £10,500, along with £10,400 from post M005 (Street Warden) in Cost Centre N400.

## Virements

2022/23 funding requirements:

50% HRA £8.4k to be vired from H021 / 25% £4.2K vired from N400 / 25% £4.2k funded from the vacant post A019 in A009.

2023/24 funding requirements:

50% HRA £12.4k to be vired from H021 / 25% £6.2K vired from N400 / 25% £6.2k funded from the vacant post A019 in A009.

## Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers:

There are none.



<b>Division:</b>	Regulatory Services
<b>Job Title:</b>	Anti-Social Behaviour Services Facilitator
<b>Grade:</b>	SO1
<b>Post Number:</b>	TBC
<b>Base/Location:</b>	Council Offices, Southfield Road, Loughborough
<b>Responsible To:</b>	Community Safety Manager
<b>Responsible For:</b>	No direct line management responsibility.
<b>Key Relationships/ Liaison with:</b>	<ul style="list-style-type: none"> <li>• Elected members</li> <li>• Internal colleagues</li> <li>• Partner agencies - statutory and other</li> </ul>

### Job Purpose

- Be the central point for all ASB queries and issues raised by elected members.
- Work across services, liaising with specialist officers and co-ordinating teams/activities in relation to high risk ASB.
- Make use of data to reduce the risk of harm caused by ASB, to support the identification and targeting of resources at high-risk cases, geographical, and category based ASB issues.
- Support the work of internal groups established to manage ASB including the ASB and Enforcement Hub and the Strategic ASB Group.

### Main Duties and Responsibilities

<b>1.</b>	Be the central point for all ASB queries and issues raised by elected members, liaising as required for information or management of cases by specialist teams.
<b>2.</b>	Work across services, liaising with specialist officers and co-ordinating teams/activities in relation to high risk ASB, supporting a joined-up approach, to the management of ASB.
<b>3.</b>	Produce consistent data sets (including through GIS) and reports, providing insight into patterns of ASB.

4.	Identify repeat victims, and high-risk cases which require escalation and or cross service co-ordination.
5.	Produce a consistent set of performance metrics across services.
6.	Monitor the use of Sentinel to ensure cases are appropriately recorded, all victims are risk assessed, all data is being captured and reported, and cases are closed when appropriate action has been taken.
7.	Support the effective administration of the Sentinel system including improvements, and data cleansing of the system.
8.	Through training, and the provision of information, support elected member understanding of the different interventions available to tackle ASB and the restrictions within which teams operate.
9.	Support the work of internal groups established to manage ASB including the ASB and enforcement hub and the Strategic ASB Group through the provision of data and administrative support.
10.	Maintain and embed the project outputs from the ASB review, including the use of a shared training matrix across services, and application of the Council's ASB Risk Management Framework.
11.	Maintain and support the development of cross service information relating to the management of ASB, including that on the Council's website, internal resources used by officers, and information for elected members.
12.	Any other duties deemed to reasonably fall within the scope of the post and its evaluated grade.
13.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
14.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
<b>Special Factors</b>	
<ul style="list-style-type: none"> <li>• The nature of the work may involve the jobholder carrying out work outside of normal working hours.</li> <li>• The post holder is required to have access to use Sentinel (the anti-social behaviour case management system), and therefore must complete and pass a 'Non-Police Personnel Vetting 1' (NPPV1) check.</li> </ul>	

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: 03.08.2022**



<b>Division:</b>	TBC
<b>Job Title:</b>	Anti-Social Behaviour Services Facilitator
<b>Grade:</b>	SO1
<b>Post Number:</b>	TBC

	Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <p>Two 'A' Levels grade C or above</p> <p><b>Or</b></p> <p>Demonstrable experience identified within the section below.</p> <p>Membership of a relevant professional body.</p>		<p>✓</p>	<p>App/Doc</p>
<p><b>Experience</b></p> <p>Experience in a role which relates to the management of complex anti-social behaviour cases.</p>	<p>✓</p>		<p>App/Int</p>
<p><b>Skills</b></p> <p>Verbal communication skills sufficient to explain legislation and ASB and enforcement processes to non-practitioners.</p> <p>Written communication skills sufficient to update web material, to write succinct and clear reports, and to correspond effectively with a range of stakeholders.</p> <p>Business support skills sufficient to prepare agendas for case management meetings,</p>	<p>✓</p> <p>✓</p>		<p>App/Pre</p> <p>App/Int</p>

record, and track actions.	✓		App/Int
Computer literacy and data analysis skills sufficient to manipulate data, produce tables and charts, and identify trends and patterns.	✓		Test
Ability to facilitate case management meetings with ASB practitioners.	✓		App/Int
<b>Knowledge</b>			
Knowledge of the practical application of ASB tools and powers and the legislative framework around ASB and enforcement.	✓		App/Int
Knowledge of the practical application of risk assessment and the management of risk in ASB Cases.	✓		App/Int
<b>Interpersonal Skills</b>			
Ability to build relationships and work across teams with different agendas to deliver a common aim.	✓		Int
<b>Other requirements</b>			
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App

**Key:**

**App = Application form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical questionnaire**

**Doc = Documentary evidence (e.g. certificates)**

**Prepared by:** Head of Landlord Services and Head of Regulatory Services

**Date:** 03.08.22



