

QUICK WINS IDENTIFIED	STATUS
MOBILE CCTV - SUMMER LAUNCH	THIS ACTION HAS BEEN COMPLETED AND THE MOBILE CCTV VAN IS NOW OPERATIONAL
TAG - PRO-ACTIVE WORK	A LEAFLET HAS BEEN PRODUCED AND A NUMBER OF LEAFLET DROPS HAVE BEEN CONDUCTED IN HARTLEY WINTNEY, HOOK, YATELEY AND FLEET. RESIDENT CONSULTATIONS HAVE ALSO BEEN UNDERTAKEN IN HARTLEY WINTNEY AND FLEET. A PRACTITIONERS LUNCH HAS BEEN ARRANGED FOR OCTOBER 29TH.
COMMUNITY SAFETY NEWSLETTER	A MEETING HAS BEEN ARRANGED FOR EARLY DECEMBER TO PROGRESS THIS ACTION
COMMUNITY SAFETY INFORMATION ONLY LINE	THIS HAS BEEN RAISED AS A REQUEST WITH IT AND THEY ARE NOW MAKING ENQUIRIES - IT IS IMPORTANT THAT THIS LINE DOES NOT HAVE AN ANSWER PHONE FUNCTION AND THAT THE MESSAGE CAN BE RENEWED ON A REGULAR BASIS. THIS IS NOT QUITE AS STRAIGHT FORWARD AS IT SOUND AND IT WILL GET BACK TO ME AS SOON AS THEY HAVE FINISHED THEIR SCOPING EXERCISE.
PUBLICISE THE SAFER HART PARTNERSHIP LINE	DURING THE LEAFLET PRODUCTION EXERCISE THIS TELEPHONE NUMBER HAS BEEN PROMOTED. THE COMMUNITY NEWSLETTER WILL ALSO ADVERTISE THIS LINE.
PARISH COUNCIL EMAIL AND TELEPHONE COMMUNICATIONS	A TIMETABLE HAS BEEN SET UP FOR PARISHES TO BE CONTACTED ON A ROLLING BASIS BY GARY JARDINE. WE HAVE ALSO MADE ARRANGEMENT FOR ALISON THODY TO SUMMARISE THE COMMUNITY SAFETY SUBMISSIONS TO INSIDE STORY TO PARISH ON A WEEKLY BASIS VIA EMAIL THIS LINKS WITH THE WIDER WORK OF C & P.
REFRESH THE BUS SHELTER / POSTER AND POSTCARD CAMPAIGN	THE BUS SHELTER POSTER CAMPAIGN HAS NOW BEEN REFRESHED WITH POSTERS THAT MOST CLOSELY REFLECT THE CONCERNS OF THE AREA THAT THE BUS SHELTER COVERS. THE POSTCARD CAMPAIGN WILL CONTINUE TO BE PROMOTED AT EVENTS THAT COMMUNITY SAFETY ARE INVOLVED IN.
PRODUCE A FLYER ON COMMUNITY WARDENS ROLE	THIS FLYER HAS BEEN WRITTEN AND IS CURRENTLY BEING PRINTED.
REINVIGORATE INDUCTIONS / INDUCTION PACKS FOR PARTNERS	AN EMAIL HAS BEEN SENT TO KEY PARTNERS OUTLINING THE INDUCTION PROCESS AND ASKING FOR BUY IN. THE INDUCTION PACKS WILL BE MADE UP OF KEY INFORMATION ABOUT THE COMMUNITY SAFETY PARTNERSHIP AND SAMPLES OF CAMPAIGNS (IE POSTCARDS), LEAFLETS AND PROMOTIONAL MATERIALS.
AGREE A SERVICE LEVEL AGREEMENT WITH THE HNC	A PAPER HAS BEEN DRAFTED AND DISCUSSED BY THE CSP MANAGEMENT GROUP - INTERIM RESCUE PACKAGE HAS BEEN AGREED. A FURTHER 'OPTIONS' DISCUSSION PAPER LOOKING AT THE FUTURE SUSTAINABILITY OF THE HNC HAS NOW ALSO BEEN DRAFTED AND WILL BE EXPLORED AT A MEETING ON 11/10/07.
SERVICE PLANNING	STATUS
ASB	
EMAIL TO PARTNERS RE TAG	THIS HAS BEEN DONE
PR ON ASBO ACTIVITIES RE ADULTS	THIS IS STILL IN THE PLANNING STAGE
GREY AREA IN POLICY (MEDIATION)	THIS HAS NOT BEEN DONE AS YET AS SOME CONSULTATION IS REQUIRED
ASB/COMSAF LEAFLETS	THE LEAFLETS HAVE NOW BEEN WRITTEN AND THE ASB LEAFLETS HAVE BEEN PRINTED AND DELIVERED TO TARGETED ADDRESSES - THE COMSAF LEAFLET IS BEING PREPARED FOR PRINT.
VOLUNTARY SECTOR	
CAB/HVA LIAISON MEETINGS	LESLEY TRUSLER IS NOW ATTENDING THESE MEETINGS/FUNCTIONS
HNC/HVA SLA	THIS IS ONGOING AS ABOVE AND LINKS WITH THE COMMUNITY AND PARTNERSHIP REVIEW-FORTHCOMING.
RELATIONSHIPS	
PARISH PLANS - STATUS	LESLEY TRUSLER HAS BEEN INVOLVED IN SOME DISCUSSION REGARDING THIS ISSUE AND A MEETING IS SHORTLY TO BE HELD.
INCREASED EVENING PATROLS BETWEEN WARDENS AND PCSO's	THESE ARE TAKING PLACE AND ARE BEING TARGETED AT AREAS WHERE THERE ARE PARTICULAR ISSUES OF ASB AND UNDERAGE DRINKING
ESTABLISH HDC RELATIONSHIP WITH PARISHES	LESLEY TRUSLER IS NOW ATTENDING THE HDAPC MEETINGS. CAROLINE RYAN AND CI NORMAN MELLORS ARE CURRENTLY UNDERTAKING A PROGRAMME OF PRESENTATION REGARDING THE COMSAF PARTNERSHIP AND SAFER NEIGHBOURHOODS POLICING AND THIS IS ASSISTING IN ESTABLISHING RELATIONSHIP WITH THE PARISHES.

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PCSO/PC AND PARTNER INDUCTION PROCESS	AN EMAIL HAS BEEN SENT TO KEY PARTNERS OUTLINING THE INDUCTION PROCESS AND ASKING FOR BUY IN. THE INDUCTION PACKS WILL BE MADE UP OF KEY INFORMATION ABOUT THE COMMUNITY SAFETY PARTNERSHIP AND SAMPLES OF CAMPAIGNS (IE POSTCARDS), LEAFLETS AND PROMOTIONAL
ESTABLISH HDC STEER ON YOUTH	ELAINE COOPER HAS NOW HAD A MEETING WITH BRIAN POPE AND MARK BLACKWELL (CHILDREN'S SERVICES) WITH A VIEW TO THE CYPP BEING PRODUCED AS A COLLABORATIVE PIECE OF WORK. THE WORK OF HOUSING, THE LSP AND HVA NEEDS
REVIEW THE POINT SLA	LESLEY TRUSLER IS IN THE PROCESS OF ARRANGING A MUTUALLY CONVENIENT MEETING WITH CHARLOTTE TICKNER TO REVIEW THE SLA- THIS LINKS WITH THE
ATTENDANCE AT SNAP AND COMMITTEE	THE WARDENS ARE ATTENDING THE SNAP DISCOS AND RICHARD DENHAM WILL BE ATTENDING THE COMMITTEE AND FEEDING INFORMATION BACK TO THE CSM
CORPORATE AWARENESS / PROCESS DESIGN	IT IS INTENDED TO PRODUCE A 'USER MANUAL' WITH REGARD TO C&P PROCESSES - THIS WILL INCLUDE INFORMATION ABOUT THE CORPORATE VISION AND PROCEDURES AND IS INTENDED TO RAISE AWARENESS AMONGST STAFF
CCA SUMMARY - WORKFLOW FOR SERVICE	THIS WORK HAS NOT BEEN STARTED AS YET BUT WILL BE UNDERTAKEN BY SHELLEY JEFFERY
TOWN CENTRE MANAGER MEETINGS	ELAINE, CAROLINE AND LESLEY HAVE HAD MEETINGS WITH PAUL AND CONTINUE TO WORK WITH HIM ON THIS PROJECT.THE VISION PAPER FOR FLEET WAS DELIVERED TO
IMPROVED LIAISON WITH LICENSING	DAVE KING HAS ATTENDED THE FULL CSP TO GIVE A PRESENTATION. CAROLINE HAS HAD A MEETING WITH MATTHEW EVANS AND HAS A MEETING WITH DAVE AND MATTHEW ON FRIDAY. JOINT PATROLS ON LICENCED PREMISES ARE BEING DISCUSSED AS IS THE RELAUNCH OF THE TOWN CENTRE SECURITY GROUP WHEN IT IS APPROPRIATE TO DO SO GIVEN THE WORKLOAD OF FTCM
HATS PROCESS AND IMPROVED LINKS WITH HCC	THIS SITUATION HAS BEEN IMPROVED SINCE CHERYL BOSWORTH CAME TO POST AND SHE IS NOW ABLE TO PROVIDE USEFUL LINKS AND CONTACTS TO THE LSP AND CSP. ELAINE WILL BE WORKING ON THE HATS PROCESS.
PRACTITIONERS LUNCH	SHELLEY HAS ARRANGED THIS EVENT FOR OCTOBER 29TH - FINAL CONFIRMATION IS IMMINENT AT WHICH POINT THE PROPOSED INVITEES WILL RECEIVE AN INVITATION
CAMERA LOCATION CARDS FOR THE INDUCTION PACKS	BRYAN WAS TASKED WITH THIS BUT AT PRESENT I DO NOT BELIEVE THAT IT HAS BEEN STARTED
WEEKLY PARISH PHONE CALLS	A ROTA HAS BEEN DRAWN UP THAT WILL ALLOW GARY TO CONTACT 4 PARISHES A WEEK.
COMMUNITY CONSULTATION /COMMUNICATION	
FLIER FOR THE WARDENS	THIS HAS BEEN WRITTEN AND IS CURRENTLY BEING PRINTED. RICHARD HAS ARRANGED FOR THE FLIER TO BE INCLUDED IN THE NEXT HART NEWS
E&D CONSULTATION	LESLEY IS CURRENTLY WORKING ON THIS
LINKS TO HARD TO REACH - SILENT MAJORITY	LOUIS HAS RESEARCHED AND PROVIDED GATEWAY LINKS FOR THESE MEMBERS OF OUR COMMUNITY
COMMUNITY NEWSLETTER / PAGE	CLLR COLIN IVE IS LEADING ON THIS AND A MEETING HAS BEEN ARRANGED FOR EARLY DECEMBER TO MOVE IT FORWARD
SUMMARISE INSIDE STORY TO PARISHES	ALI HAS BEEN TASKED WITH THIS AND THE FUNCTION WILL THEN BE TAKEN ON BY THE NEW ADMIN POST HOLDER
MEETING MANAGEMENT / OFFICE ORGANISATION	
MEETING TABLE FOR EACH MEMBER OF STAFF	CAROLINE HAS BEGUN THIS TABLE AND WILL DUPLICATE THE FORMAT FOR EACH MEMBER OF STAFF - DUE TO PRESSURES OF WORK, ALI WILL BE ASKED TO POPULATE THE TABLES AND THEN BEGIN TRANSFERRING DATA TO THE OFFICE DIARY
CENTRAL DIARY MANAGEMENT	ALI WILL BEGIN TO POPULATE THIS AND THEN STAFF WILL BE ASKED TO INCLUDE THE CENTRAL DIARY TO THEIR ATTENDEES LIST WHEN MAKING MEETING ENTRIES IN THEIR OWN DIARIES IN ORDER TO ENSURE THAT THE CENTRAL DIARY IS CURRENT AND
FILING / LIBRARY	ALI HAS BEEN TASKED WITH INDEXING AND SORTING THE LIBRARY. THE FILING SYSTEM HAS BEEN REVIEWED AND A NUMBER OF CHANGES ARE BEING MADE TO THE FILING DRAWERS. STAFF HAVE BEEN ASKED TO ENSURE THAT THEY ARE FILING PAPER COPIES IN THE RELEVANT FILES.
STAFFING	
TEMPORARY COVER FOR TAMMY'S POST	COVER WAS PROVIDED. A SELECTION AND INTERVIEW PROCESS HAS NOW BEEN UNDERTAKEN AND THE NEW MEMBER OF STAFF IS NOW IN POST.
SKILLS ANALYSIS / PSYCHOMETRICS	THIS PROCESS WILL BE UNDERTAKEN INITIALLY AS PART OF THE PDP PROCESS. THE PSYCHOMETRICS WILL BE DONE AT A LATER DATE.
STAFF INTEGRATION	IMPROVED LIAISON WITH CCTV STAFF NEEDS TO BE ESTABLISHED AND IT IS INTENDED THAT A TEAM BUILDING DAY WILL BE ARRANGED ONCE VACANT POSTS WITHIN THE SERVICE HAVE BEEN FILLED.
TEAM BUILDING / MENTORING / COACHING	THIS IS AN ONGOING PROCESS
GRANTFINDER TRAINING	GARY HAS NOW BEEN TRAINED AND IS CURRENTLY MAKING HIS FIRST APPLICATION FOR TRAINING FUNDS FOR THE WARDENS. THIS IS DESIGNED TO INFORM GARY ON SUCCESSFUL APPLICATION COMPLETION AND WILL ENABLE US TO MOVE ON TO LARGER GRANT OPPORTUNITIES.
SUSTAINABILITY	THIS COVERS POSTS CURRENTLY FUNDED BY SSCF MONIES AND WILL BE AN ONGOING PROCESS
RECRUITMENT OF VACANT POSTS	PROBLEMS CURRENTLY FACED WITH RELEASING POSTS AND FUNDING AT AN APPROPRIATE LEVEL AND BEING DEALT WITH BY LESLEY. A MEETING HAS BEEN SET FOR TOMORROW TO REVIEW THE CSO POST AND WE ARE AWAITING A DECISION ON PAT FOR THE ADMIN POST.WIDER COMMUNITIES REVIEW LINKED.

QUICK WINS IDENTIFIED	STATUS
LSP	THIS WILL BE SUBJECT MATTER FOR THE NOVEMBER REVIEW - THE CSP ONE THEME OF THE LSP ONLY.
IDENTIFY HOUSEKEEPING	LESLEY HAS UNDERTAKEN A LOT OF WORK WITH REGARD TO THIS AND A CLEARER PICTURE OF WHAT IS REQUIRED HAS NOW BEEN ESTABLISHED
EXPECTATIONS - ONGOING ADMIN	THE POST REQUIREMENTS HAVE BEEN AGREED AT LSP MANAGEMENT LEVEL AND STAFF IDENTIFIED - THE ADMIN POST WILL BE RECRUITED WITH THIS REFLECTED IN THE JOB DESCRIPTION.
FUNDING STREAMS	A MEETING ON YOUTH DIVERSION FUNDING HAS BEEN SET FOR THURSDAY 18TH OCTOBER.
LAA	
ESTABLISH LINKS WITH COMPACT	LESLEY IS UNDERTAKING THIS PIECE OF WORK
LAA RETURNS	THESE HAVE NOW BEGUN IN A NEW FORMAT - A POLICE LINK HAS BEEN IDENTIFIED TO PROVIDE RETURN DATA
WARDENS	
WARDENS MEETING	THIS MEETING HAS BEEN HELD AND A REVISED ROLE FOR THE WARDENS HAS BEEN PRODUCED
CLE26	THESE ARE NOW BEING ISSUED BY THE WARDENS IN LIAISON WITH PARKING AND APPROPRIATE TRAINING HAS NOW BEEN PROVIDED
COMMUNITY SAFETY	
PHONE INFO LINE	IT ARE CURRENTLY CONDUCTING A SCOPING EXERCISE TO ESTABLISH THIS FUNCTION (SEE QUICK WINS)
SSCF CUTS -LETTER TO GOSE & CDRP CHAIRS	THESE LETTERS WERE SENT AND RESPONSES RECEIVED
BUDGET MODELING	THIS HAS BEEN UNDERTAKEN AND IS AN ONGOING PROCESS
ACTION PLAN 07/08	THIS HAS NOW BEEN PUBLISHED AND DISTRIBUTED AMONGST PARTNERS AND PLACED ON THE WEB
PAPER ON TEXT SOMEONE	THIS HAS YET TO BE WRITTEN BY CAROLINE
CCTV	
PROGRAMME FOR MOBILE CCTV	THE BOOKING SYSTEM HAS BEEN ESTABLISHED AT THE POLICE STATION AND SITS WITH HILARY TORODE. THE WARDENS/LOUIS HAVE BOOKED THE VAN AND RICHARD IS KEEN TO BEGIN PATROLS ON A REGULAR BASIS ONCE HE HAS TAKEN HIS MIDAS TEST
TENDER VIREMENT	THESE LETTERS ARE CURRENTLY UNDER REVIEW _URGENT WORK FOR THE NEW FINANCIAL YEAR.
WAY LEAVES REVIEW	THE DECISION WAS MADE TO WRITE EXPLAINING THAT THIS WOULD NOW NOT BE DONE
PROCEDURE MANUAL / CODE OF PRACTICE	THIS WORK IS BEING UNDERTAKEN BY BRYAN
MAINTENANCE CONTRACTS	THIS WORK IS BEING UNDERTAKEN BY BRYAN
CCTV VISITS - HG, B'FAST CLUB, SCHOOLS, NHW, BUSINESSES	THIS WORK IS BEING UNDERTAKEN BY BRYAN
OFF SITE VISITS	THESE HAVE YET TO BE ARRANGED
LAY VISITORS - IDENT BOARD & VISITOR BOOK	THIS WORK IS BEING UNDERTAKEN BY BRYAN
REVIEW RECHARGES	THIS WORK IS BEING UNDERTAKEN BY BRYAN
PERFORMANCE MANAGEMENT	
KLOE REVIEW	TO BE DONE
MONTHLY MONITORING - BUDGET AND PERFORMANCE	ONGOING - New APAC PROCESS WITH SIX HALLMARKS DESIGNED + TOOLKIT TO BE COMPLETED ASAP.
SERVICE OPS MANUAL / IDENTIFY OPS	LESLEY AND CAROLINE AND DUE TO WORK ON THIS PROJECT
GLOSSARY OF TERMS - SERVICE UNDERSTANDINGS	THERE IS A GLOSSARY AT THE REAR OF THE ACTION PLAN THAT CAN SIMPLY BE ADDED TO FOR INCLUSION IN THE SERVICE MANUAL
OFFICE INFO - NOTICE BOARDS - LAA/LPSA2/CSP	TO BE DONE
AUDIT TRAILS	ONGOING ALTHOUGH A CLEAR PROCESS NEEDS TO BE IDENTIFIED
SERVICE GOVERNANCE - VFM/SSA/RISK/BUS CONT/DIS REC	THESE TOPICS WILL BE DEALT WITH AS A MANAGEMENT TEAM WITHIN C&P