



Home Office

Crime Reduction & Community Safety Group

Tilley Awards 2008 Application form

Please ensure that you have read the guidance before completing this form. **By making an application to the awards, entrants are agreeing to abide by the conditions laid out in the guidance.** Please complete the following form in full, within the stated word limit and ensuring the file size is no more than 1MB. Failure to do so will result in your entry being rejected from the competition.

Completed application forms should be e-mailed to tilleyawards08@homeoffice.gsi.gov.uk.

All entries must be received by noon on **Friday 25th April 2008**. No entries will be accepted after this time/date. Any queries on the application process should be directed to Alex Blackwell on 0207 035 4811 or alex.blackwell@homeoffice.gsi.gov.uk.

Section A: Application basics

1. Title of the project: Halloween: ***Reducing Crime & Disorder, Increasing Community Confidence in Knowsley***
2. Key issue that the project is addressing:
Reducing the levels of crime and Anti Social Behaviour in the communities of Knowsley during the period around Halloween.

Author contact details

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Secondary project contact details

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Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation:

Steve Agger (Asst Chief Executive, Crime & Disorder, Knowsley Metropolitan Borough Council)

12. Endorsing representative's email address:

steve.agger@knowsley.gov.uk

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government covers your area e.g. GO East Midlands:

GO North West

14. Please mark this box with an X to indicate that all organisations involved in the project have been notified of this entry (this is to prevent duplicate entries of the same project):

Section B: Summary of application - *In no more than 400 words use this space to provide a summary of your project under the stated headings (see guidance for more information).*

Scanning

The Halloween period historically is a major challenge for Knowsley with the months of October and November accounting for, on average 18% of all crime as well as a disproportionate level of Anti Social Behaviour (ASB). 30th October (locally called Mischief Night) is also a major challenge as crime and ASB are at their highest due to the tradition to be 'mischievous' on this day which has in previous years escalated into criminal activity. This also has wider impacts upon the perception and the fear of crime and ASB in the community.

Analysis

Criminal Damage and ASB are the main key threats in the Halloween period. In October 2006 there were 600 reported offences of Criminal Damage, costing the Criminal Justice System around £150,000. From analysing a range of partnership data such as recorded crime, recorded ASB incidents, secondary fires and PSV incidents (from Merseytravel), geographical locations were ranked using a scoring matrix which meant that priority locations were identified and defined early on in the planning process.

Response

A strategic planning group was established which identified workstreams to tackle the Halloween period comprehensively, membership of this group consisted of representatives from Police, Fire Service, RSLs and departments of the Local Authority such as Education, Environmental and Communications. The established priority areas were disseminated to members of the group for consultation and agreement. The workstreams were directed by detailed action plans that contained key issues and problems which would impact upon the Halloween period. Each work stream was allocated a lead officer who was responsible for developing responses and to feed back to the strategic planning group. 6 designated workstreams involved were identified as: Data, Enforcement, Communications, Events & Activities, Education and Environmental.

Assessment

Following the initiative some positive reductions were achieved

- Reduction in all crime by 36%
- Criminal Damage offences fell by 55%
- 30% reduction in ASB incidents
- On 30th October all crime fell by 42%
- On 30th October Criminal Damage offences fell by 50%
- On 30th October ASB incidents fell by 16%
- Reported Secondary Fires fell by 52%

A partnership debrief session was also held, some positive outcomes listed below

- Protection of Vulnerable victims
- Single Partnership Operational Plan provided consistent focus
- Data analysis identified 'hotspots' and vulnerable victims
- Excellent Diversionary Activities
- Right Strategic Leads
- Senior Management involvement
- Good publicity and use of media

Section C: Description of project - Describe the project in no more than 4,000 words. Please refer to the full guidance for more information on what the description should cover, in particular section 12.

Scanning

In Knowsley, the Halloween period (29th October to 6th November) accounts for a disproportionate level of crime and disorder which has escalated in previous years. Key challenges for the partnership are Criminal Damage and ASB, in October 2006 alone there were 600 reported offences of Criminal Damage, according to Cost of Crime calculations from the Home Office, and the cost of these 600 offences is calculated at over £150,000. General information from the community from residents' surveys and community feedback showed that despite a general decrease in crime within the borough, fear of crime was still disproportionately high with the Halloween period contributing to residents' perceptions of high crime levels in their local areas.

Historically this period has been problematic, not just in terms of 'performance' levels but in previous periods despite best efforts, the partnership response had not been coordinated efficiently enough to achieve a successful and positive outcome for a significant reduction in crimes and incidents of ASB. For the 2007 period, it was agreed by the partnership that after an unsuccessful Halloween period of 2006 an alternative response was desperately needed to ensure that resources were deployed efficiently and that residents of the borough were not subjected to high levels of criminality and disorder again over this period.

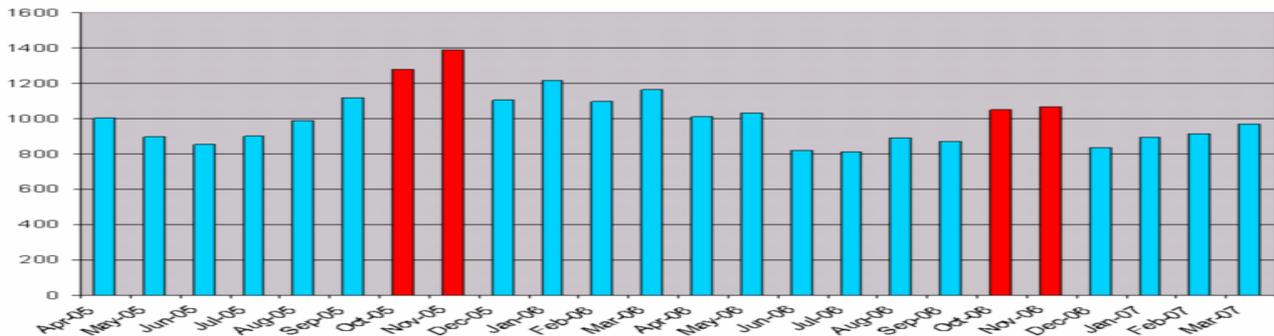
Development work began 6 months before the Halloween period, in April 2007. A strategic planning group was created with the Assistant Chief Executive for Crime and Disorder, from the Local Authority as the Chair and ensuring the group worked towards and included the 6 hallmarks for effective partnership working. Membership of this group included senior managers from relevant departments within KMBC (Knowsley Metropolitan Borough Council) alongside representatives from other partner agencies such as Merseyside Police and Merseyside Fire & Rescue Service. From this group 6 work streams were developed which agreed were fundamental in reducing levels of crime and disorder over this period and promoting safety in the community. The essential work streams consisted of the following elements

- Data
- Enforcement
- Communications
- Events and Activities
- Education
- Environmental

Analysis

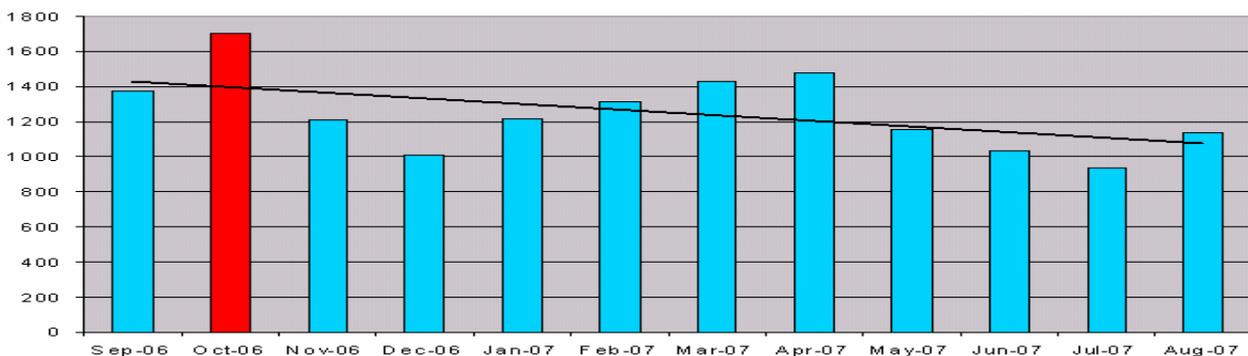
To put into context the levels of crime and disorder experienced in the borough, the chart below shows all BCS crime by month from April 2006 with the key vulnerable months of October and November highlighted. Compared to the preceding and following months the chart shows the disproportionate level of offences committed in this 2 month period each year.

Chart 1 – BCS Crimes April 2005 to March 2007



The chart below also identifies the disproportionately higher levels of ASB and shows the disproportionately higher levels of anti social behaviour recorded in the month of October. (Data was used from September 2006 as previous to this ASB codes changed and could not be accurately compared).

Chart 2 – ASB Incidents April 2005 to March 2007



The main focus of the project was split into different work streams to ensure that all areas regarding the reduction of levels of crime and anti social behaviour and reassurance of communities were covered. Using the Problem Analysis Triangle approach to problem solving, these issues have been generally based upon victim, offender and location.

Victim

In previous years especially on Mischief Night (30th October) victims of hate crimes and ASB have especially been targeted due to their vulnerability. A detailed list of repeat victims was collated and multi agency visits to each identified victim were planned coordinated through the enforcement work stream. Bus companies were also victims at this period due to the increased ASB on the vehicles and directed towards the buses, such as missiles thrown at bus windows. Plans were developed in conjunction with the independent bus companies and Police who directed resources at identified vulnerable routes over this period.

Offender

The Partnership Anti Social Behaviour Unit (ASBU) sent out 64 letters to parents of young people which had been stopped in the Halloween period of 2006. These letters outlined the parental responsibility towards their children who could potentially be perpetrators of crime or anti social behaviour. The ASBU also identified key families working with the Respect Family Intervention Programme and again reinforced the consequences of any anti social behaviour during the Halloween period. Parents and families were informed that enforcement action by KMBC would be taken or that KMBC would assist Police with information to take relevant enforcement measures. Information from the PPO team regarding people who had ASBO's, CRASBO's and other priority offenders (such as offenders who had committed hate crimes) were highlighted and visited in an attempt to deter them from engaging in any criminal or anti social behaviour over the period.

Location

As this period is a problem for the partnership a range of partnership data was used such as police recorded crime, police recorded ASB incident data, ASB fire data from Merseyside Fire & Rescue Service, Damage to bus information from Merseytravel (this organisation is a public sector body which co-ordinates public transport and acts in partnership with private bus and rail operators to provide public transport in Merseyside).

Using this partnership data it was possible to rank localities using a scoring matrix based on historical data and current priority locations. Utilising this method meant that priority locations were initially identified early on in the planning process. These geographical areas were aligned with police beats as this was agreed to be the most suitable level of spatial area and the majority of crime and incident data would be collected using these geographical boundaries.

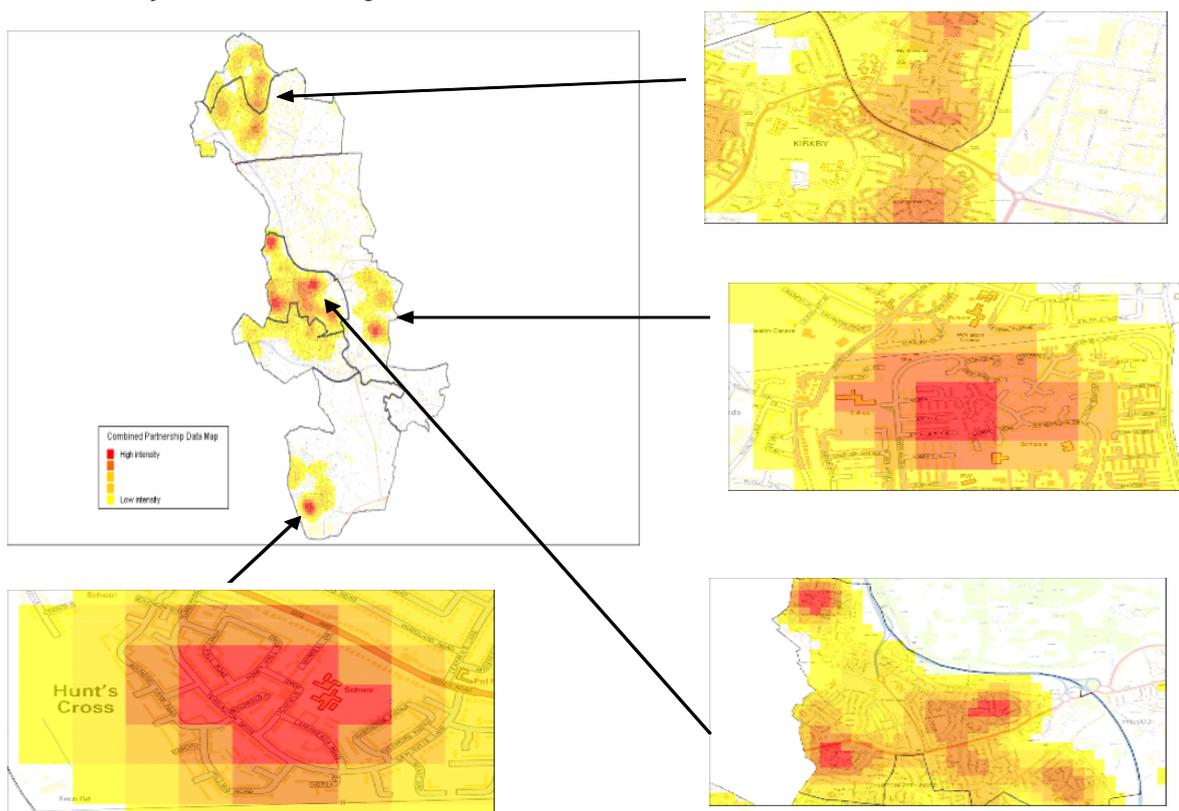
These risk areas were then disseminated to members of the strategic planning group for consultation and agreement and subsequently agreed as priority areas where action was needed from the range of partners to prevent high volumes of crime and disorder during the Halloween period of 2007.

The map above shows the combined geographical incidents data from the following partner agencies

- Recorded crime and Anti Social Behaviour incident data from Merseyside Police
- Secondary Fire Data From Merseyside Fire and Rescue Service
- Damage to PSV collected by Merseytravel

From overlaying specific sets of data it was possible to identify hotspot locations and risk areas from a partnership perspective. A large proportion of the hotspot locations are based within North Huyton, particularly in the areas of Stockbridge, Fincham and Longview. Other key locations include Torrington Drive area of Halewood and areas of Northwood and Southdene in Kirkby. The key locations identified from the partnership information together with current trends around the next Halloween period should form the basis of analysis for the Halloween period of 2008.

Map 1 – ASB, Secondary Fire Data and Damage to PSV Data 29th October to 6th November 2007



Response

Despite the analysis section of this issue being separated into Victim, Offender, Location aspects, the actual 'response' to the difficulties faced from Halloween period were not defined using the traditional Problem Analysis Triangle (PAT) in isolation. Although the PAT model was the main focus in providing direction for each of the designated workstreams it was agreed by the Strategic Planning Group that it was more appropriate and efficient for each of the groups to have an appointed lead who was proficient and knowledgeable in the specified concentrated workstream areas. This was instead of an identified lead for Victim, Offender and Location issues who would be required to manage the various crossovers in each group. Therefore each workstream, who had the capability and expertise were responsible for tackling the positive and negative effects of the victim, offender and location aspects of the Halloween period in their own specific groups, providing regular feedback to the Strategic Planning Group. The following information within this section is therefore separated into responses from the separate workstreams as opposed to the PAT model, as this is considered to be a more comprehensive method of analysing the ranges of solutions implemented to solve the associated issues which impacted upon the Halloween period.

As previously referred to, the response to the Halloween period initially began the planning phase from April 2007 consisting of a strategic group with 6 work streams. As this 2 week period is a major concern for Knowsley, the main response was focused on this small time period. This initiative was different in that following the Halloween period, levels of crime and ASB would generally return to lower levels meaning that a short term response for this 2 week period was required as opposed to a long term strategy.

Each of the work streams were directed by a Senior Manager who had accountability for delivering a response which would reduce levels of crime and disorder and have positive impacts on the community, this group met frequently to discuss plans and offer support. The responses of the 6 work streams are detailed below.

Enforcement

The main objectives of the enforcement work stream were to create a safer environment for the communities within Knowsley, effectively use and deploy resources to ensure peak demand times are satisfied, to reduce the number of calls for service and reduce the number of crimes and ASB incidents. This work stream was police led and a 3 tier level of enforcement activity was developed and implemented by the enforcement work stream, this consisted of a multi agency approach which included the following activities

- High visibility patrolling
- Safe Haven Programme (Designated place of safety to take young people who could be reunited with parents/guardians)
- Section 30 Dispersal Orders
- Targeted known offender and PPO visits
- Operation Safe Space (reduction of ASB in parks and Open Spaces)
- Use of Fixed Penalty Notices
- Use of AXIS team (Merseyside Police ASB Taskforce)
- PCSOs in safe space locations and ASB Hotspots
- Drug warrants executed in high ASB areas
- Operation Trojan (Bus equipped with toughened glass was used to target vulnerable routes prone to missile attacks)
- Operation Greyhound (Police with dogs and Ticket Inspectors patrolling key problematic bus routes)
- Alcohol seizures
- Visits to vulnerable premises such as schools and care homes
- Visits and contact calls to repeat ASB victims and hate crime victims
- Distribution of ASB diaries
- Increased use of CCTV vans (covered within Environment section)
- Increased personnel at custody suites
- Non school attendance warrants and prosecutions
- Truancy patrols and home visits
- Communication with parents of key young people
- Visits to premises selling fireworks
- Disruption of underage sales activity at off licenses
- Test Purchase Operations
- Contact made with retailers regarding sale of eggs, alcohol, fireworks etc to children

Communications

This was a major challenge for the partnership and this work stream had the difficult position of balancing the key messages of the work developed by the strategic group around the Halloween period whilst attempting not to glamorise the issue for perpetrators and not raising the fear of crime and anti social behaviour of residents in the borough. This group informed the community of key messages such as good housekeeping of wheeled bins to prevent fires, extensive communication programme to inform residents and visitors about key events and diversionary activities taking place and messages to offenders not to be tempted to commit crime or ASB. The messages were delivered by various methods such as, radio, leaflets, at bus stops, on posters inside buses, information to schools, and information through local press in order to gain maximum exposure.

The Local Authority Contact centre opening hours were also extended until midnight on the most vulnerable days of 30th October and 31st October. This was for concerned residents to report any incidents of ASB or environmental concerns. On the 30th October 55 calls were received by the contact centre and on the 31st October 19 calls were received.

Events & Activities

This work stream was responsible for developing and implementing a planned schedule of diversionary events and activities which would be accessible to residents of the borough especially those identified in key threat areas and vulnerable communities. The diversionary activities were effectively coordinated by many committed volunteers & community workers. They were targeted at young people and publicised via a range of leaflets and a substantial radio advertising campaign. Activities were planned around the borough with particular attention to identified ASB hotspot areas. An organised firework display was planned and this event took place using 10 tonnes of confiscated fireworks within a New Deal for Communities area attracting over 2,500 people.

Some activities were specifically targeted at young people and publicised via a range of material distributed throughout schools, sports centres, other Educational/Training Establishments, on KMBC and Merseyside Police websites and on local radio. It was agreed that relevant diversionary activities would be needed which would attract young people and deter regular offenders of ASB and those on the fringes of committing ASB who believed that ASB would be tolerated due to the previous experiences of 'Mischief Night'.

Education

The education work stream was tasked with working alongside children and young people in the borough to prevent incidents of crime and anti social behaviour around the Halloween period with initiatives such as multi agency visits to schools and targeted truancy operations. As previously profiled, a large proportion of the offenders of minor criminal activity and ASB were children of school age, it was believed that engaging with these groups within schools was key to delivering messages regarding deterrent and diversionary activities.

Environmental

This work stream was tasked with reducing the impact and effect of the Halloween period on the local environment. A comprehensive activity plan detailing problems and actions was developed to reduce environmental damage, reduce risk to the community and to resolve any environmental consequences of the Halloween period. Due to anticipated high demand during the Halloween period extra staff and additional resources had been agreed with the facility of an 'out of hours' service to deal with any arising issues. Operational teams were deployed to deal with service requests from partner agencies, elected members and residents, normal service calls were also received and actioned. Resource teams were implemented to deal with issues of potential bonfire material such as litter, debris etc and these calls were prioritised in the Halloween period to prevent large numbers of bonfires placing additional strain on resources.

During this period an emphasis was also placed on the swift removal of bulky household items to minimise incidents of fly tipping and remove potential for use as bonfire material, this was in partnership with KHT (Knowsley Housing Trust – Registered Social Landlord) who also monitored their communal areas. Enforcement activity was also planned for any fly tipping offenders or abandoned vehicles that had been identified which was managed by the Environment Enforcement Coordinator. The CDRP Commissioning Group funded the hire of a mobile CCTV vehicle staffed by two Security Officers and Police Officer for the evenings of 30th/31st October and 3rd/4th November and 5th November. A police officer was also based in the CCTV control room together with additional security staff to monitor cameras and alarm responses for schools and other council buildings. The joint working between the security service staff and police was considered to be more effective than the previous year as the police office in the control room was able to deploy police vehicles to areas as incidents were seen on the CCTV cameras.

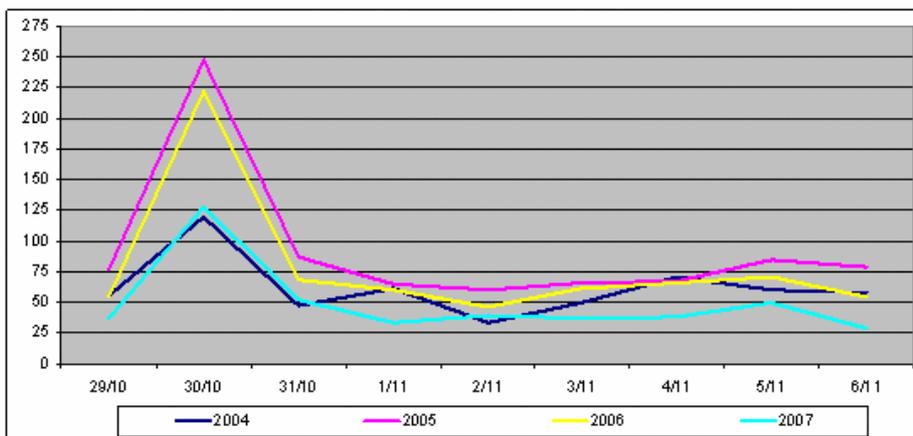
Assessment

When comparing the Halloween period of 2007 (29th October to 6th November) with the same period in 2006 there were significant achievements such as

- Reduction in all crime by 36%
- Criminal Damage offences fell by 55%
- 30% reduction in ASB incidents
- On 30th October itself all crime fell by 42% (94 offences)
- On 30th October itself Criminal Damage offences fell by 50% (89 offences)
- On 30th October itself ASB incidents fell by 16% (29 incidents)

The chart below represents all crimes reported during the Halloween period of October 29th to November 6th from 2004 to 2007. Incidents in 2004 remained low whilst in 2005 and 2006 incidents were at their highest with significant peaks on 30th October. Incidents in 2007 are represented by a blue line and crimes in this year are the lowest in comparison with the previous periods due to the resources allocated to prevent the experiences of previous years. Significant improvements were also experienced on Bonfire Night when the lowest volumes of crimes were reported in comparison with previous periods.

Chart 3 – All Crime between 29th October to 6th November 2004 - 2007



Priority Locations

The priority locations which had previously been identified and disseminated from the joint analytical team became the focus of resources directed by the joint strategic planning group. The majority of crimes recorded during the Halloween period are offences Criminal Damage and the table below shows a comparison in this offence type from the Halloween periods of 2006 and 2007. All priority areas experienced a reduction in volume with Bakers Green and Mosscroft experiencing the highest reduction of 17 incidents. Despite this Mosscroft still recorded the highest number of Criminal Damage offences in the borough and Northwood and Stockbridge Village were also the top 5 Criminal Damage locations.

Table 1 - Criminal Damage incidents in priority locations 29th October to 6th November 2007

		Criminal Damage			
Beat	Location	2006	2007	Volume Change	% change
C141	Northwood	25	15	-10	-40.0
C211	Stockbridge Village	21	15	-6	-28.6
C243	Longview	19	5	-14	-73.7
C271	Bakers Green	21	4	-17	-81.0
C272	Mosscroft	35	18	-17	-48.6

The table below shows the recorded ASB incidents from the Halloween period in 2006 when compared with 2007. Again all priority areas have achieved significant reductions with Northwood achieving the highest reduction, despite this Northwood, Mosscroft and Longview were all in the top 5 locations for incidents of ASB within Knowsley.

Table 2 - ASB incidents in priority locations 29th October to 6th November 2007

Beat	Location	ASB			
		2006	2007	Volume Change	% change
C141	Northwood	51	24	-27	-52.9
C211	Stockbridge Village	24	21	-3	-12.5
C243	Longview	29	24	-5	-17.2
C271	Bakers Green	36	18	-18	-50.0
C272	Mosscroft	28	25	-3	-10.7

Following the Halloween period, a partnership debrief took place which highlighted the following positives

- Cooperation and Rehabilitation between partnerships
- Protection of Vulnerable victims
- Safe Haven Programme
- Scale of Operation
- Single Partnership Operational Plan provided consistent focus
- Data analysis allowed intelligence led approach in identifying 'hotspots' and vulnerable victims
- Schools Briefings, correspondence and guidance for parents and young people
- Joint 'silver' Control – key partners together to make informed decisions and support each other
- Response times – direct link to silver enabled environmental services to react and remove problems more effectively
- Right Strategic leads in the right place at the right time
- Senior Management involvement
- Commitment from agencies
- Excellent Diversionary Activities
- Openness to change and challenges
- Setting new boundaries
- Good publicity and use of media
- Contact centre – referrals and support

Aside from the positive outcome, potential improvements for the Halloween period of 2008 were identified and included

- Communication between agencies
- Ensure agencies know specific roles and their part to play
- Buy in from all partners early in the planning process
- Plan to incorporate longer period
- Involvement and consultation of young people and the community
- Too much focus on 30th October in particular
- Bonfire removal – need to prioritise sites in particular S30 areas
- Availability of partner data for analytical purpose
- Lack of visibility of Neighbourhood Wardens
- Partners on the ground felt isolated from decision making
- Sharing of partnership data

Perceptions of the Community

Positive comments have been received from some residents who stated that the co-ordinated approach between the Police and the Neighbourhood Wardens was effective and that the Halloween / Bonfire Night period was quieter than the previous year.

Other residents also commented positively on the visible presence shown by the Police and the Neighbourhood Wardens on Mischief Night, and how reassured they felt by this with overall view from residents is that this year was 'quieter' than last year.

Positive feedback was also received throughout the duration of the project from both staff involved and from the community which was then fed back to the Strategic Planning Group. Particularly good feedback was received from those victims identified as vulnerable victims (through the ASB Unit team or the Hate Crime team) who received an 'enhanced service' both during the run up to the Halloween period and also on key nights.

Conclusion

It is without doubt that without the planning and delivery of key activities and initiatives referred to in this document the Halloween period of 2007 would have had followed the same negative pattern of events of previous years. It was essential that the community was not subjected to another period where they felt unsafe and that their concerns were not being properly dealt with. Pro active partnership working helped alter the previous attitude by the community that it was generally acceptable for criminal and anti social behaviour to be tolerated. The positive changes and the immense achievements of the 2007 Halloween period has been highlighted within in the Government Office North West Partners Against Crime January 2008 newsletter.

Partners against Crime

KNOWSLEY MISCHIEF NIGHT

Partnership cuts Knowsley ASB on mischief night

Effective planning and good partnership working saw a 54% reduction in incidents of criminal damage and 13% in incidents of Anti-Social Behaviour in Knowsley on Mischief Night (30 October), compared to the 2006 figures. Overall all crime was reduced year on year by 45% - an example of good practice in multi agency work.

There were 18 arrests, 30 licensed premises visited, and most importantly no incidents where potentially vulnerable members of the community had been identified and provided with additional agency support. Knowsley has traditionally had a high incidence of criminal damage and anti-social behaviour around Mischief Night and Halloween, (30 and 31 October).

Using lessons learned from previous initiatives, a concerted multi-agency campaign reduced the levels of crime and minimised disruption across the borough. A detailed plan included a programme of events and activities for young people and a series of preventive measures was drawn up for the period in the lead up to Halloween and Bonfire night.

Many activities and elements of the plan worked well, including:

- diversionary events co-ordinated by many committed volunteers and community workers including those promoted as "Hustle Xtra" targeted at young people and publicised via a range of dedicated leaflets and a radio advertising campaign
- the introduction of 'safe havens'. Only nine young people had to be removed from the street and taken to the safe haven for collection by parent or guardian
- a dedicated Anti-Social Behaviour Phone Line publicised on local radio stations and buses was open until midnight and received around 50 calls but very few after 8.30pm
- the commitment by the police of extra targeted resource to provide a visible police presence, travelling on problematic bus routes, attending secondary schools to deliver a message to assemblies about the diversionary activities and distributed activity leaflets at lunch time.

Present and Halewood and patrols of all hot spot locations, calling into retailers, and off licences for compliance visits.

The area also saw the council introduce additional environmental services, such as bin and large item collection leaflets carrying key messages were distributed into homes in each hot-spot area and the Council provided a free collection service to all residents for Bulky Household Waste. On Mischief Night and Halloween the contact centre remained open until midnight. And staff collected and disposed of any debris or materials that could be used for bonfires or as missiles.

Mobile CCTV enabled the police and security service staff to work together effectively in the deployment of police vehicles to areas where incidents were identified. Area Commander of Knowsley Police John Young said,

"I cannot speak highly enough about the effective partnership working that I encountered leading up to and on the evenings. The performance of all individuals was superb and having recourse on the nights to deploy in areas of need proved particularly useful"

There were also truancy sweeps with education officers in Kirkby, Huyton,

YOUTH CRIME

NOISE WAR DECLARED ON YOUTH GANGS

A noise war has been declared on unruly youths in Carlisle, with machines that emit a high-pitched noise which can only be heard by young people.

Following scores of complaints about anti-social behaviour near a children's home in the Botchby area, so-called mosquito machines are being installed. The devices produce an 80-decibel squeal usually only heard by under-25s. Officials say the sound is not painful or

Mary Robinson, CDEP chair, said: "The machines are a short-term intervention, designed to reduce anti-social behaviour."

Judy Preat, Carlisle City Council, added: "By installing devices like these we are showing that we will not tolerate our residents' lives being made a misery."

The machines have an effective range of between 15 and 20 metres.

Knowsley Council

State number of words used: 3,879

Section D: Endorsement by Senior Representative - Please insert letter from endorsing representative, this will not count towards your word or 1MB size limit restrictions.

The Halloween period has consistently been a significant challenge for Knowsley, not just in terms of the effects of crime and disorder but historically this period has also held consequences for other key areas such as education and the environment. Early planning was critical to tackle this issue and I held the position of Chair of the Strategic Planning Group which welcomed and successfully facilitated the differing and sometimes opposing elements of multi agency working. The achievement of a 36% reduction in crime and 30% reduction in ASB is a reflection of the dedication and hard work from partner agencies before, during and subsequently following this initiative. This has also allowed us to strengthen relations with our CDRP members and helped us to foster new relationships which we envisage will again result in positive achievements for the subsequent Halloween period. It is with my authority that I fully support and endorse the application of this partnership initiative for the consideration of a Tilley Award.

Steve Agger
Assistant Chief Executive (Crime & Disorder)
Knowsley Metropolitan Borough Council

Checklist for Applicants:

1. Have you read the process and application form guidance?
2. Have you completed all four sections of the application form in full including the endorsement from a senior representative?
3. Have you checked that your entry addresses all aspects of the judging criteria?
4. Have you advised all partner agencies that you are submitting an entry for your project?
5. Have you adhered to the formatting requirements within the guidance?
6. Have you checked whether there are any reasons why your project should **not** be publicised to other police forces, partner agencies and the general public e.g. civil or criminal proceedings pending in relation to your project?
7. Have you inserted your project name as a footer note on the application form?
Go to View-Header and Footer to add it.
8. Have you saved your application form as a word document and entitled your message '**Tilley 08 entry (followed by project name in brackets)**' before emailing it?

Once you are satisfied that you have completed your application form in full please email it to Tilleyawards08@homeoffice.gsi.gov.uk. One hard copy must also be posted to Alex Blackwell at Home Office, Effective Practice & Communication Team, 4th Floor, Fry Building (SE Quarter), 2 Marsham Street, London, SW1P 4DF and be received by 25th April 2008.