



# 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](mailto:tilleyawards08@homeoffice.gsi.gov.uk).

All entries must be received by noon on **Friday 25<sup>th</sup> 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.

#### **Section A: Application basics**

1. Title of the project: **Operation Joined Up – A problem solving approach to alcohol related crime and disorder in Weston Super Mare Town Centre.**

2. Key issue that the project is addressing e.g. **Alcohol related crime and disorder.**

#### **Author contact details**

3. Name of application author: **Police Constable Karl Waltho**

4. Organisation submitting the application: **Avon and Somerset Constabulary**

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BS23 1UU**

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7. Telephone number: **01934 638211**

#### **Secondary project contact details**

8. Name of secondary contact involved in the project: **Chief Inspector Nick Walker**

9. Secondary contact email address:  
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**Walliscote Road**  
**Weston-Super-mare**  
**North Somerset**  
**BS23 1UU**

10. Secondary contact telephone number: **01934 638102**

**Endorsing representative contact details**

11. Name of endorsing senior representative from lead organisation: Mandy Bishop

12. Endorsing representative's email address: mandy.bishop@n-somerset.gov.uk

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government your organisation is covered by e.g. GO East Midlands: Government Office South 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).***

**The objectives**

- 1) To reduce alcohol related violent crime.
- 2) To reduce associated crimes and antisocial behaviour
- 3) To reduce the fear of violence and anti-social behaviour.

**Scanning:**

A scan of police data indicated that North Somerset BCU was experiencing a significant increase in violent crime. Partner data also showed there to be public dissatisfaction about the fear of crime and anti social behaviour. Various initiatives were put in place in order to address the problem, but the lead agencies were acting independently of each other, with little communication between them. The need for a problem solving response was identified, with all agencies working to the same objective of reducing violent crime.

**Analysis:**

A problem profile was developed in consultation with the CDRP. The police intelligence unit co-ordinated data collection and analysis in order to present a strategic overview of the problem. The profile concluded that;

- Violent offences occur more frequently on Fridays and Saturdays
- These offences occur between 21:00hrs and 02:59hrs.
- The most common offence is Assault
- 29% of the BCU's violent crime occurs on the Town Centre Beat.

The Problem Analysis Triangle was used in order to identify the most appropriate area of response. The main concentration should be on the location of the offences. Some 26% of all violent crime on the Town Centre Beat occurred on Beach Road.

**Response:**

The intention was for the stakeholders to develop a single co-ordinated response to reducing violent crime in the Town Centre. An alcohol and Violent Crime Task Group was formed, which assessed current practise, and developed new ideas. Together with the CDRP, they began a programme of continual assessment in order to review progress. The theme of the tactics deployed were;

- Target hardening
- Education of victims/offenders
- Training for law enforcement agencies
- Implementation of new and relevant legislation
- Multi agency licensing visits

**Assessment:**

Assessment was made using police data and public surveys. A major success of the scheme was the ability to compare multi agency data enabling a thorough assessment to be made about poorly managed premises. Other key successes include;

- A reduction in both assault (-19.1%) and criminal damage (-23.7%) from 2004/5 to 2007/8 on the Town Centre Beat
- A reduction in crime on neighbouring Beats, amounting to -16.7% for assaults and -31.5% for damage offences.
- 4 licensed premises reviews
- 12 intervention action plans.

**State number of words: 397**

**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 11.

**Scanning:**

North Somerset is home to over 201,000 people and covers 145 square miles. Weston-super-Mare (WSM) is the largest town within North Somerset and one of the largest tourist resorts in the West Country. A high concentration of late night licensed premises including pubs, bars and late night refreshment houses are situated in the beachfront area of Weston Town Centre. The central area of Weston has a thriving night time economy hosting both local residents and visitors alike.

This concentration had led to local dissatisfaction regarding the amount of violent crime that was occurring within the Central area of Weston. Both business leaders and community groups alike began to report concern at the increased levels of violence within the area. The licensed Victuallers Association reported a down turn in trade, and the local Council became concerned about the effect that the problem would have on the tourist trade.

A public survey covering the period from 2003-2004 (Best Value Performance Indicator) recognised that violent crime was having a wider impact than just on those who fell victim to it. It affected perceptions of an area, increasing their fear of becoming a victim. Media interest suggested people were deterred from visiting an area that had a reputation for violent incidents, and the health services were affected by increased demand on ambulances and hospital beds.

In 2003 the partnership produced a problem profile on violent crime in the Town Centre, confirming a rising crime trend of this type. The BCU had seen an increase of 40% in violent crime within the previous two years, of which 30% was committed within the Town Centre.

The problem profile revealed that just less than one half of the BCU's total violent crime was attributable to the Town Centre area. Further analysis broke down the most prevalent times to Thursdays through to Sundays inclusive, with the majority of offences occurring between 21:00hrs and 02:59hrs. The most common location of offences committed was on Beach Road (26% of Town centre Violence). These statistics were taken from April 1 2002 to 30 June 2003 and were obtained from the North Somerset District Crime management System.

Members of the partnership put measures in place in order to address the problem, however initial reductions soon turned to increases. A further assessment conducted in April 2005, highlighted the need for a fresh approach to be taken. Previously, different partners were not communicating or sharing good practice with each other. A problem solving approach was identified, whereby resources and knowledge could be shared.

One example of the need to share knowledge was in the field of data capture. All agencies worked independently, capturing data on separate data bases. There was no approach to pool the data or analyse it.

Further scanning highlighted other criminal consequences, which were resulting from the night time economy. An association was identified between the occurrence of criminal damage, violent offences and alcohol consumption. Police data showed 20% of all damage within the Weston Sector occurring in the central Weston area. Analysis showed that nearly half of all damage reported within the town, was committed between the same time frames as that of violent crime. Patterns showed the damage being caused on the egress routes from the town centre as revellers walked home. Data showed that there was a peak of offences around Halloween and Bonfire Night.

National statistics specific to the health service showed that alcohol related harm in England costs up to £20bn per year (Leeds Alcohol Harm Reduction Strategy 2005).

In 2003/04 a public perception survey was undertaken and revealed that 59% of participants 'perceived a high level of antisocial behaviour, including people being drunk or rowdy in public spaces.' This provided a baseline from which to measure the impact of public perception as the project developed.

## **Analysis:**

### **Background**

Responses had been put in place in 2003 to deal with problem. It was recognised that they lacked coordination. The various partner agencies were not communicating with each other or sharing best practice and resources. Although short-term reductions were made, the trend of increasing levels of violent crime soon returned. An assessment of the previous response was made in Spring 2005, which led to the appointment of a dedicated police post designed to tackle the issues through a coordinated problem solving approach.

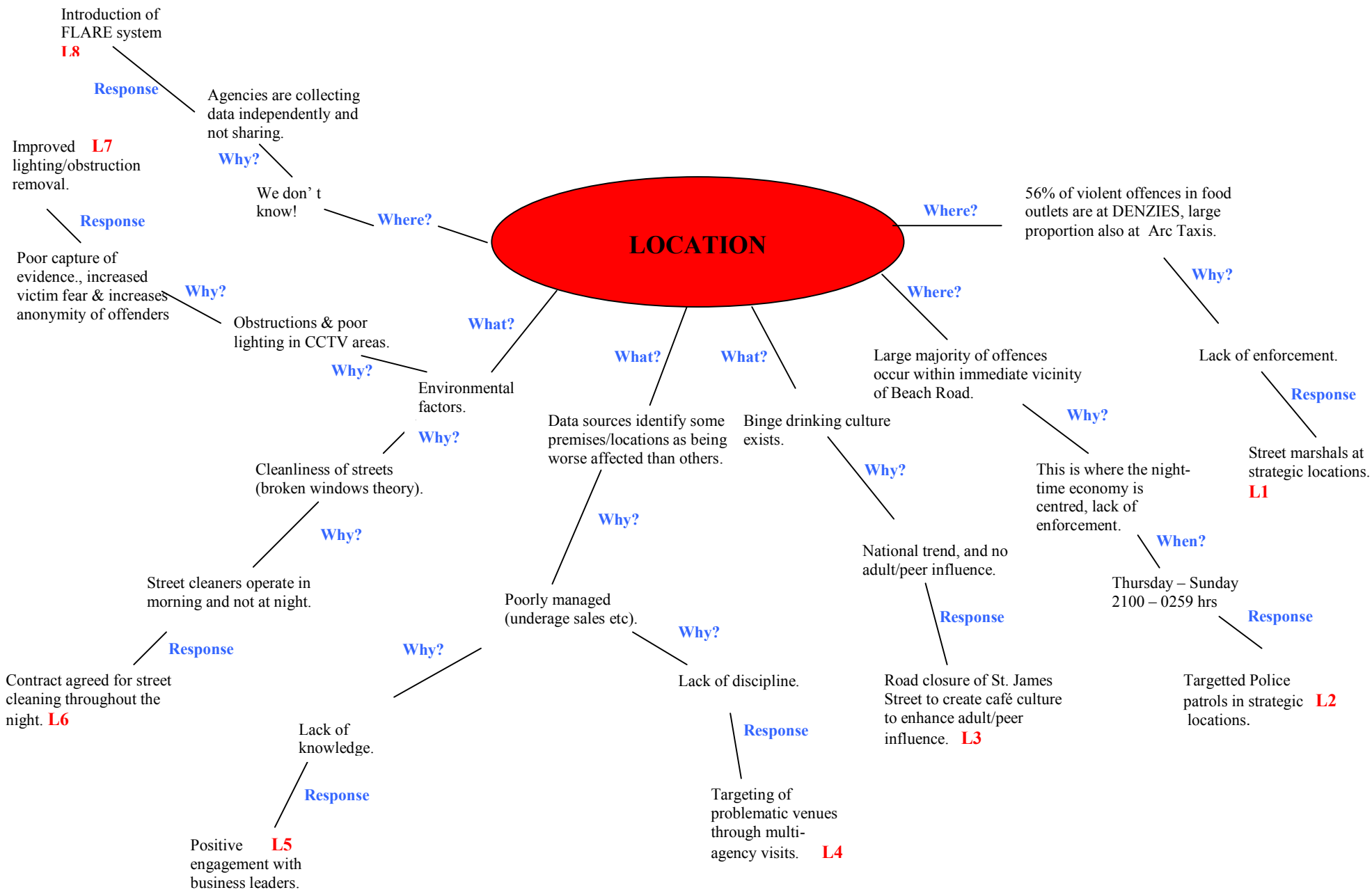
Partners realised that by targeting violent crime in the Town Centre, the following benefits could be realised;

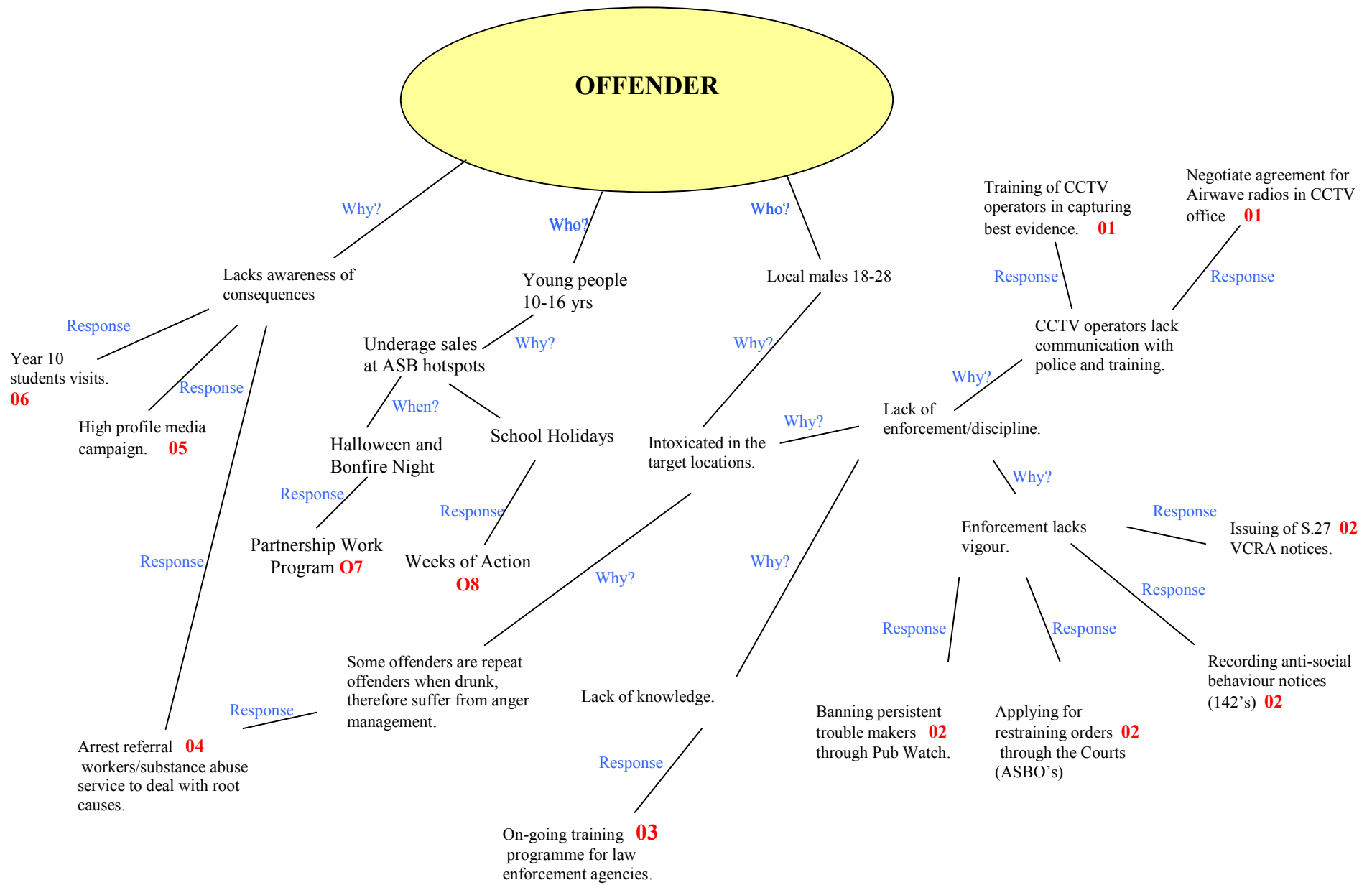
- Reductions in violent crime/criminal damage
- Further reductions in total crime across the district.
- Fewer victims.
- Increased public confidence.
- More prosperous community
- Decreased pressure on other public services (e.g. Fire/Health).

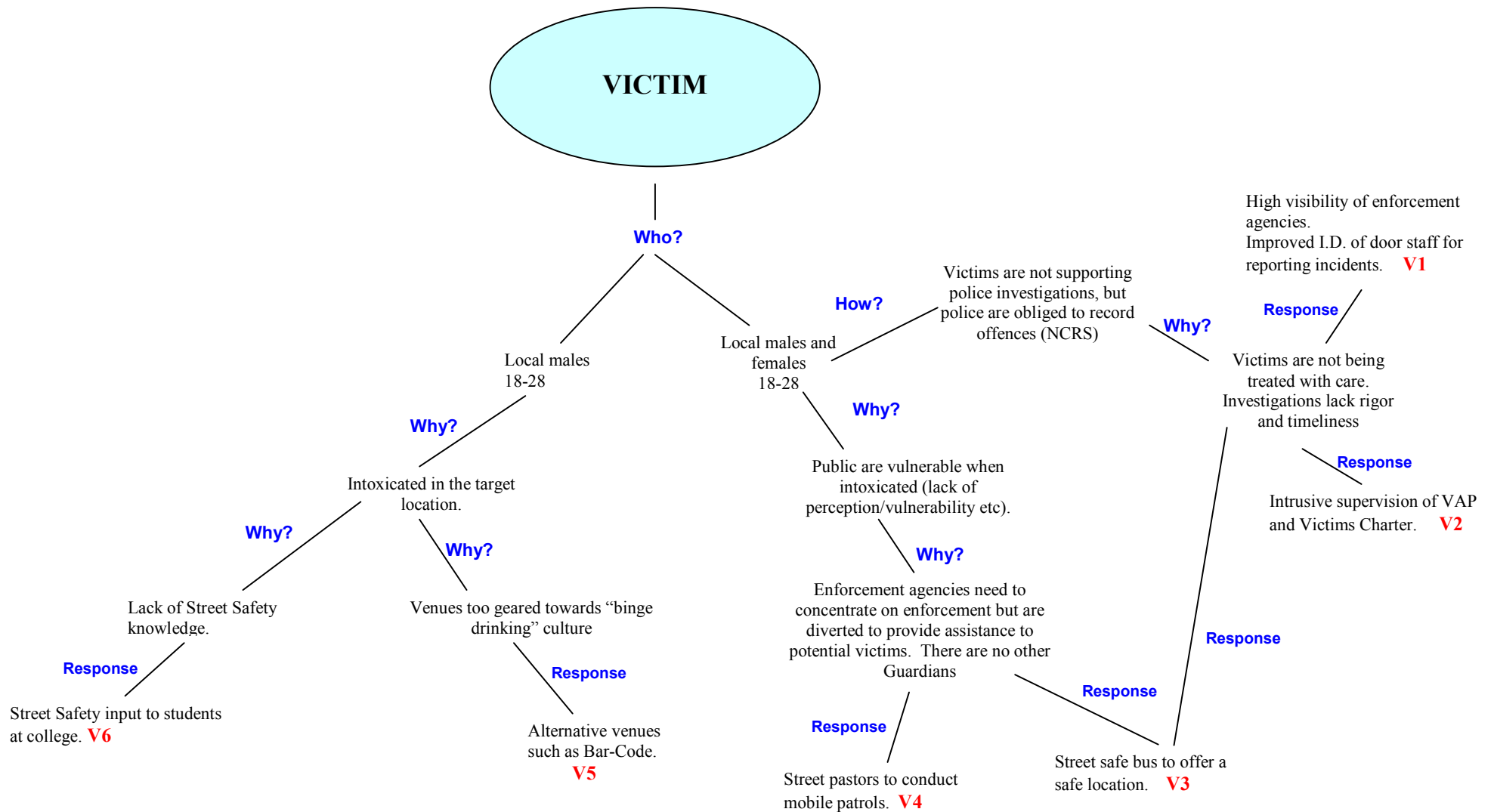
### **Problem Analysis Triangle**

In addition to analysing the problem by collecting and analysing statistics, the team also looked at the causes of the individual problems by answering questions in a logical sequence of events. This process was conducted by key partners and formed a 'think tank' process. At the end of the process, the team were able to ascertain the cause of a particular problem, and devise a suitable response.

Each element of the victim, location, and offender triangle were subjected to this analysis (see pages 6-8). These charts link the analysis to the response. The cross-references prefixed with a **V** for Victim, **L** for Location and **O** for Offender refer to the responses outlines in the next section.









## **Response:**

The planning of the response was managed by the newly formed Alcohol and Violent Crime Reduction Task Group, which comprised the main stakeholders of the partnership. Consideration was given to the sustainability of the project, and the acid test was to be that if one partner was absent at any given time, would the benefits still be seen. All aspects of the problem triangle were addressed, which would also ensure further sustainability.

- **The Location** - target hardening, target enforcement and restrictions.
- **The Offender** - removal, prevention and arrest.
- **The Victim** - removal, prevention and investigation.

## **The Location**

**L1** - Funding was made available for the introduction of 'Street Marshalls'. Marshalls were deployed in the newly identified hot spots, which were not directly related to late night venues, but still contributed to the problem (Denzies Kebabs etc). Marshalls were registered to the Security Industry Authority, and were easily identifiable. They were in direct communication with the police control room, and their mere presence would act as a deterrent to disorder in addition to providing an early warning system to potential and actual violence.

**L2** - Local Government funding, provided the police with an opportunity to resource extra patrols within the Town Centre. Patrols were already being conducted using regular staff, but it was recognised this pool of officers quickly became committed with other general policing duties. 'Operation Jigsaw' deployed officers for the sole purpose of addressing the problems in the Town Centre, where they were encouraged to be proactive in both intelligence gathering and the enforcement of legislation. Officers were deployed to strategic locations and premises highlighted in the analysis stage.

**L3** - A suggestion was made by local traders that St James Street is closed off during the relevant days in order to encourage a café-culture. This road was central to the town, and the proposal was supported by the partnership in the hope it would encourage a more stable drinking environment. The adult/peer influence created by the likely customer base was expected to influence general behaviour.

**L4** - 'Flare' highlighted premises that were of most concern. The Alcohol and Violent Crime Reduction Officer coordinated multi agency visits to these locations to enforce legislation and educate the management in good practice. The main contributing parties were North Somerset Police, North Somerset Licensing Team, Avon Fire and Rescue, Trading Standards, Youth Service and the Environmental Health Team. The benefits of joint visits were that the agencies were able to complement each other in terms of knowledge and law enforcement powers. Covert activity was also undertaken (see case study in Assessment section).

**L5** - Positive engagement was instigated with business leaders. Owners and managers of relevant premises were encouraged to discuss their licence applications at an early stage, allowing agencies to comment on them and to suggest relevant conditions, which would promote the four licensing objectives. The process enabled potential problem premises to be designed out at source, and provided a platform for continual review, held on a monthly basis. An early success of this engagement saw premises adopting the early warning 'Night Net' scheme, a radio system linked into the CCTV control room, allowing information to be passed on to other venues quickly.

**L6** - In order to improve the general environment, an agreement was made with the street-cleaning contractors for the Town centre area to be cleaned during the night. Potential weapons were removed from the area, and the clean environment gave rise to a reduced incentive for further defacement.

**L7** - A review was conducted of the evidence that could be obtained from CCTV. In response, lighting was improved and obstacles removed where necessary. To facilitate this, the crime, street lighting and CCTV location maps were over-layed helping to identify vulnerable areas.

**L8** - A joint database was established to record, view and enter intelligence, incidents and enforcement activity. The system used was 'Flare', owned by the Local Authority. All partners were given access. It was acknowledged that without accurate and promptly submitted data, informed decisions regarding any future responses were unlikely to be effective. The system was re-established providing primary data from a variety of sources, which was used to identify problem premises. Information was now also sought from community groups such as Local Action Teams.

## **The Offender**

- O1** - Police staff trained the local CCTV operators, in how to effectively secure evidence for police investigations. This would help to achieve a positive disposal at court whereby restraints could also be imposed as part of the sentence (ASBOs etc). Lengthy negotiations with PITO and the communications department led to an agreement to deploy airwave radios into the CCTV offices.
- O2** - 'Removal' of the offender from the 'location' was achieved with a positive interaction policy. Designated interview teams liaised with the anti social behaviour officer, in order to bring relevant information on persistent offenders to the notice of the court. Formal preventative sanctions could then be imposed by the court, such as ASBOs. The 'Pub Watch' scheme was re-launched whereby exclusions were imposed on those persons who came to the notice of the venues, and officers quickly adopted new legislation, such as the removal of troublemakers from an area (S27 of the Violent Crime Reduction Act.)
- O3** - Recognising there was a knowledge gap in relation to what 'tools' are available to prevent and detect crime, a training programme was established for police officers and other law enforcement agencies enhancing their knowledge of both existing and new law e.g. the Violent Crime Reduction Act 2006. The understanding and use of that power was later to be shared with other police forces across the country as an example of good practice. This training enabled all relevant authorities and industry groups to share a clear view of the overall objectives.
- O4** - In an attempt to break the cycle of alcohol consumption leading to crime, arrest referral workers were appointed within the custody unit, offering suitable candidates a fast track entry into counselling services for drug and alcohol abuse.
- O5** - An ongoing media campaign was launched targeting both the offender and the victim. The local press and radio station carried awareness messages on street safety, and educated the public on the positive policing and multi agency operations that were in place (see case study in Assessment)
- O6** - As part of the education programme, school visits were made to Year 10 students, and an input given at the college 'Fresher's Fair' pointing out what the outcome of anti social behaviour and violence would be.
- O7** - A Partnership Work Programme was established on the run up to Halloween and Bonfire night. All secondary and primary schools in targeted areas participated in an education awareness programme delivered by PCSO and Beat Managers in partnership with teachers. This was coordinated with Avon Fire Service, Trading Standards and the Tourism Department of the local Council who organised a diversionary event (fireworks display).
- O8** - Multi-agency weeks of action were organised in ASB hotspots. Activities included the removal of signal crimes e.g. Fly tipping and graffiti. The Fire Brigade were heavily involved in the campaign to reduce related arson offences (see case study in Assessment), running a television and poster campaign.

## **The Victim**

- V1** - Licensed door staff were issued with reflective armbands that were instantly recognisable. This provided potential and actual victims with an easily identifiable guardian in times of need. The tighter control of the premises gained through the licensing laws and multi agency visits, facilitated the door staff to become less reactive and more proactive in preventing disorder.
- V2** - A programme of Intrusive supervision of the violent crime investigations was introduced. This ensured that quality and timely enquiries were made thereby securing and preserving evidence early. Adopting the victim's charter also enabled the public to gain more confidence in the police leading to increased co-operation.
- V3** - A safe and single point of contact was also provided for vulnerable persons through the introduction of the 'Street Safe Bus' initiative. This removed the 'victim' from the 'location'. It provided medical staff, counsellors, and communication links to the local transport services.
- V4** - Street Pastors were introduced into the Town Centre. Their primary aim was to reassure the public and to offer assistance to potential victims. Victims who required assistance as a result of their intoxication were cared for by the pastors, relieving uniformed officers of the task and allowing them to concentrate on enforcement. Street pastors escort victims to the street safe bus when appropriate.
- V5** - Alternative venues were offered, promoting themselves as an alcohol free, safe place to socialise. The 'Barcode' venue was sighted in a Home Office good practice guide.
- V6** - Recognising the age group of the majority of the victims, 'street safe' training was delivered to students at Weston College, in order to promote crime reduction advice and street safety.

### Assessment:

Evaluation of the project was undertaken regularly, enabling the team to determine and direct the development of new tactics for the next phase. The criteria used to evaluate the effectiveness of the project included reported crime (damage and assault as defined by the BCS basket of crime types) and the best value performance indicators 'People being drunk in public spaces' and 'Level of perceived anti-social behaviour'.

Whilst the Town Centre of Weston-super-Mare (Beat JW101) attracts large numbers of offences of assault and criminal damage, there is also a concentration of damage offences along routes to the surrounding residential areas, particularly on beats JW104 (South Ward) and JW105 (Ashcombe). The timing of offences in these corridors suggests a link to the Town Centre's night-time economy, and so activities aimed at reducing violence and damage in the Town Centre might also be expected to generate reductions on these two adjacent beats. That has, indeed, been the case. Totals for assault and damage offences for JW101, JW104 and JW105 for the years 2004/5 to 2007/8 are set out in the tables below (2007/8 figures are provisional – audited totals not yet available):-

Assault (BCS definition) (source – SfN, recording date)								
	2004/5	2005/6	% change 2004/5-5/6	2006/7	% change 2005/6-6/7	2007/8 (prov)	% change 2006/7-7/8	% change 2004/5-7/8
JW101	838	798	-4.8%	827	3.6%	678	-18.0%	-19.1%
JW104	372	352	-5.4%	365	3.7%	319	-12.6%	-14.2%
JW105	163	120	-26.4%	172	43.3%	147	-14.5%	-9.8%
<b>TOTAL</b>	<b>1373</b>	<b>1270</b>	<b>-7.5%</b>	<b>1364</b>	<b>7.4%</b>	<b>1144</b>	<b>-16.1%</b>	<b>-16.7%</b>

Criminal Damage (source – SfN, recording date)								
	2004/5	2005/6	% change 2004/5-5/6	2006/7	% change 2005/6-6/7	2007/8 (prov)	% change 2006/7-7/8	% change 2004/5-7/8
JW101	493	506	2.6%	450	-11.1%	376	-16.4%	-23.7%
JW104	600	561	-6.5%	473	-15.7%	358	-24.3%	-40.3%
JW105	226	171	-24.3%	216	26.3%	170	-21.3%	-24.8%
<b>TOTAL</b>	<b>1319</b>	<b>1238</b>	<b>-6.1%</b>	<b>1139</b>	<b>-8.0%</b>	<b>904</b>	<b>-20.6%</b>	<b>-31.5%</b>

Following an initial fall in damage and assaults offences from 2004/5 to 2005/6, the year 2006/7 saw an *increase* over 2005/6, perhaps associated with the long hot summer of that year and an extended summer season. By 2007/8, however, the full range of crime reduction responses was in place and a more co-ordinated approach had been adopted. These activities generated a large reduction in assaults and damage offences, both in the Town Centre and the surrounding areas, which more than outweighed the 2006/7 increases and built on the reductions achieved in 2005/6.

Some 644 fewer damage and assault crimes were recorded in 2007/8 than in 2004/5.

The largest reduction in numbers of assaults (-19.1% from 2004/5 to 2007/8) occurred in the Town Centre – given the large proportion of such offences that occur on that Beat, this is not surprising. However, although the Town Centre also saw a large reduction in damage offences, the largest reductions were on the neighbouring beats. This is consistent with a reduction in offences committed by people returning to residential areas after a night out in the town centre.

In addition to these large reductions in crime, the following benefits have been achieved:-

- Best Value performance Indicators (BVPI) show an improvement in perception of both **'People being drunk in public spaces'** (down from 59% in 03/04 to 35% 06/07), and **'High level of perceived anti-social behaviours'** (down from 36% in 03/03 to 21% 06/07).
- 4 successful licensed premises reviews
- 12 successful intervention action plans at both venues and locations
- National recognition and inclusion in a best practise guide
- 457 joint enforcement visits

**Case study - Halloween and Bonfire night (see Response O8).**

<b>Comparison of impact of Halloween 2006/2007</b>		
	<b>2006</b>	<b>2007</b>
Number of calls to Police re antisocial behaviour	191	42
Criminal Damage Reports	13	4
Number of complaints to NS Council	5	1

**Case study – covert operations in night clubs (see Response L4)**

Operation Jack was implemented to address the concerns about the sale of alcohol to drunken persons. Six operations were mounted resulting in the issuing of 2 PNDs, 3 arrests, 2 premises closed (voluntarily) and 1 nightclub taken to review.

The club taken to review was 'Sands', which is situated on Beach Road, one of the violent crime hotspots. This was the first such review in the South West and resulted in Sands being imposed with a condition which prevents them selling alcohol when any person under 18 is on the premises. This condition was imposed after a covert police operation gained evidence of under age sales during a "collage night" promotion.

**Case study – Lighting Review (see Response L7) in Richmond Street**

One of the key hotspots for alcohol related violent crime was Richmond Street.

<b>Comparison of Richmond Street 2006/2007 to see impact of lighting changes</b>		
	<b>2006</b>	<b>2007</b>
Number of violent crimes	65	19

**Case study – Test Purchase from off-licensed premises (under-age sales)**

No test purchase operations for under-aged sales were carried out by trading standards or the police between 1999 to 2005. Between 2005 and 2007, six joint operations have been conducted with the following results:

- 1 off-licence sent for review following 2 failures of test purchase. 12 conditions to the licence were applied.
- 8 PNDs have been issued for under-aged sales.
- Trading standards identified the need for a training programme for retailers, which has now been designed and delivered.
- As a knock on effect, 4 test purchase operations have also been run for tobacco, solvents and propellants.

### Case study – Partnership approach with Security Industry Authority (SIA) (see Response V1)

Following the implementation of the SIA in 2004, the industry has undergone significant transformation. A partnership has been established with the newly formed agency. The objective has been to improve the management and accountability of licensed door supervisors and licensed premises.

Two companies provide 90% of the door staff in Weston. All of these staff have received a four-hour training session on their responsibilities and roles, on the police approach to town centre management, and effective evidence collection.

All door staff in Weston have voluntarily agreed to wear highly visible red armbands to display their licences. The purpose of this was to assist in identification of door staff to customers, emergency services (in person and on CCTV). Steve Sandy, director of First Point Security said, *“I am having less staff injured, less work, reduced sickness and less allegations made against them”*.

A programme of joint partnership visits has been established with the following results:

- 4 personal license revocations
- 2 suspensions (that came back to work)
- 5 voluntary revocations on instigations of enforcement procedures
- 1 prosecution for unlicensed activity (£515 fine)

### Case Study – Media Campaign – “Safer Summer Nights” (Response O5)

Throughout Operation Joined Up, a coordinated media campaign has been run with all the partner agencies:

- The Weston Mercury newspaper ran a six-week series of feature articles branded ‘Safer Summer Nights’. Elements included a blogg, features from different perspectives e.g. taxi drivers, door staff, the pensioners, young offenders etc. They also featured a ‘name and shame’ campaign and asked revellers to name their safest venues. The campaign is being submitted for a separate Community Award’
- The only area to get more than one entry in the Government Office South West Positive Practice Guide “Tackling Violent Crime in town centres (Street Safe Bus and Operation Joined Up)
- Every household in North Somerset has had a feature article delivered within the North Somerset Life publication explaining the measure being undertaken to make their communities safer and how they can contribute.

### Case Study – Reduction in arson related activity (Fire Service data) (see Response O8)

	06-07			07-08			% Change 07-08 v 06-07
	Q1	Q2	1/2 yr	Q1	Q2	1/2 yr	
FDR1	12	11	23	9	7	16	-30.4
FDR1 Vehicle	37	20	57	17	16	33	-42.1
FDR3 Buildings	7	2	9	5		5	-44.4
FDR3 Grass	19	27	46	16	8	24	-47.8
FDR3 Outdoor structures	4	5	9	1		1	-88.9
FDR3 Rubbish	59	74	133	61	41	102	-23.3
FDR3 Vehicle	1	4	5	1		1	-80.0
FDR3 Straw	3	0	3			0	-100.0
FDR3 Speed camera	3	0	3			0	-100.0
<b>Total</b>	<b>145</b>	<b>143</b>	<b>288</b>	<b>110</b>	<b>72</b>	<b>182</b>	<b>-36.8</b>
FAM	28	20	48	25	19	44	-8.3

**State number of words used: 3615**

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

**Tilley Award – Text From North Somerset Council**

Operation Joined Up has been an essential component to the successful introduction of the new licensing laws under the provisions of the Licensing Act 2003. The vision and proactive approach undertaken by Avon and Somerset Police has enabled us, as the Licensing Authority, to effectively respond to the challenges posed by the new arrangements. North Somerset Council considers this partnership arrangement to be one of its most successful in recent years.

The integrated enforcement strategy enables officers from the council and other statutory agencies to proactively respond to emerging anti-social behaviour and crime related matters in and around licensed venues. The sharing of intelligence and coordinated operational arrangements ensure that venues trading in an unreasonable way are effectively dealt with through licensing hearings or the court system. Our joint database enables outcomes to be recorded, evaluated and the partnerships arrangements to develop and respond to licensing matters impacting on our communities. Operation Joined Up is one of the key operations contributing to our success in reducing violent crime and criminal damage in and around Weston town centre.

The partnership working arrangements between North Somerset Council and Avon and Somerset Police is the envy of local government colleagues in the region. Operational Joined Up is the core component of the partnership work programme.

I fully support this application.

Mandy Bishop  
Group Manager  
Environmental & Consumer Services

**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 you 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](mailto: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 25<sup>th</sup> April.

..... 2008