

## Appendix B

### Monitoring and Data Collection by Community Safety Team

All cases dealt with by the Community Safety Team will be logged on the flare database. The Community Safety Manager will carry out a monthly review on the progress of each case. The following details should be recorded on flare:

- Date first reported
- Details of age, ethnicity, gender of victims and perpetrators
- Details of action taken
- Date closed

Cases will be discussed at the Community Safety Team meeting; this meeting will provide guidance on action needed and will monitor action taken. This will allow hotspots to be identified and trends monitored to allow for targeted action.

The following performance indicators are kept:

- Number of Anti-Social Behaviour Orders issued in a year
- Numbers of Acceptable Behaviour Contracts
- Number of unacceptable behaviour warning letters issued
- Number of reports to the Council of anti-social behaviour
- Percentage of those reports successfully resolved