

Heritage Crime Delivery Framework and timeline

Draft 5 23rd April 2012

Stage	Response based on current resources	Timescale	Notes
Agree joint resources with CW & C	Finalise areas of shared resource/joint working with Cheshire West and Chester	By end March 2012	Obtain written agreement for use of shared materials etc.
Scrutiny Stage	Present report to Sustainable Communities Scrutiny Committee	May 2012	Subject to Committee cycles
Executive approval	Secure Executive approval and authority to sign Memorandum of Understanding	May 2012	Subject to Committee Cycles
ARCH membership	Register Cllr Bailey as Member of ARCH	May 2012	DH already registered as officer contact
Liaison with Regeneration	Meeting with Caroline Simpson/Cllr Jamie McRae to discuss CEC historic assets and raise awareness of HCI	By end of May 2012	Subject to availability
Memorandum of Understanding	Sign Memorandum of understanding with key partners	By early June 2012	Who will sign (Chief Executive)?
Key Individual Network	Finalise membership of Heritage Key Individual Network (KIN) and arrange first meeting.	By early July 2012	Subject to availability of member representatives
Communications plan	Liaise with PR & Communications to develop communications/publicity plan. Media release and website	By early July 2012	Subject to resources and capacity of the Communications team
Police Liaison	Meet locally with the Police Heritage Crime Portfolio Holder	By early July 2012	Subject to police availability
Evidence base	Complete basic research utilising Council officers and KIN members	By mid July 2012	The extent of research will be limited by the resources available
Analysis/profiling	Geographical analysis of heritage crime by Police statistician	By end July 2012	Subject to availability of police resources
Wider stakeholder liaison	Utilise existing liaison opportunities through Community safety teams and Area Partnerships	By early August 2012	Subject to availability of personnel and meeting dates.
Finalise protocols	Copy protocols adopted for CW & C and agreed joint working	By mid August 2012	As above and the agreement of CW & C to host reporting and management of incidents
Publicise heritage crime initiative in Cheshire East	Wider publicity as set out in communication s plan. Utilise established training/information opportunities and working jointly with CW & C on joint events. Utilise member training. Possibly involve assets, Community Safety, Trading standards etc. Take advantage of other opportunities as they arise	By mid September 2012	Subject to timing of meetings, availability of resources from other teams etc.
Include HC as priority in Community safety plan	Liaise with community safety teams through KIN	Date unknown	Subject to timetable of Community Safety Plan
Wider engagement with communities and heritage groups	HCI seminars for amenity groups and local councils, possibly working jointly with CW&C	By end September 2012	Subject to resources (e.g. for room hire, materials etc.) and availability of groups etc. Is this in the 1K budget?
Reporting/feedback mechanism	Establish reporting and feedback mechanism for communities, ward councillors and heritage champion. Work collaboratively with CW&C and use joint resources	By early October 2012	Subject to resources
Official Launch	Officially go live with HCI and promote in accordance with the communications plan	By early Dec 2012	Subject to availability of resources from Communications Team
CEC heritage assets	Work with CEC Assets team to implement pilots identified in Council assets strategy	By mid December 2012	Subject to team resources. Assets contact still to be finalised
Ongoing training	As part of the communication and training plan undertake ongoing training and awareness raising, taking advantage of existing and new opportunities as they arise	By mid February 2013	Subject to team resources and officer/member availability and programme
Pilot community	Pilot through one Local Area Partnership	By March 2013	Liaise with Nantwich LAP Manager, Sharon Angus-Crawshaw
Best practice guidance	Use and promote guidance prepared by CW & C		Liaise with CW&C about use

Key milestones

LAP – Local Area Partnership

CSP – Community Safety Partnership

MoU – Memorandum of Understanding

KIN – Key individual network

HCI – Heritage Crime Initiative