

FOI ref no: SCO/FOI/026/2022

Freedom of Information request: reference SCO/FOI/026/2022 first notified to us by email on 20 September 2019, and which also refers to SCO/FOI/023/2022.

Upon completion of SCO/FOI/023/2022, which a response was provided to you on the 6 September 2022. Based on the parameters you had provided our response to your enquiry was accurate in that no information was held.

Further to your correspondence dated the 20 September 2022, you stated the following

‘On 21st August I made a Freedom of Information request to the Staffordshire Police, Fire and Rescue and Crime Commissioner. I received a reply that the Police, Fire and Crime Commissioner does not hold the information requested. However, you stated that a group has been formed of representatives from Staffordshire Police and local councils to design and implement a Staffordshire wide Illegal Trespass Protocol. You stated that at its first meeting the group received a presentation on the impact of the Police Crime, Sentencing and Courts Act 2022, on procedures for managing unauthorised encampments and agreed the importance of a collective and consistent approach. Minutes of this first meeting will have been taken and I am somewhat surprised that a copy of the minutes were not included in your reply. This should be remedied immediately.’

As the information you are requesting is different to that of the original request, I have recorded this as a new request under reference SCO/FOI/026/2022 and would state that the Staffordshire Commissioner’s Office response to your enquiry is as follows.

I can confirm that the Staffordshire Commissioner does hold the information that you have requested. Please see attached.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of this email and should be addressed to:

Compliance Manager
Staffordshire Commissioner’s Office
Block 9, Staffordshire Police HQ
Stafford
ST18 0YY

Or emailed to: FOI.PFCC@staffordshire-pfcc.pnn.gov.uk.

Please remember to quote the reference number in any future communications.

Yours sincerely

Freedom of Information Decision Maker



Illegal Trespass Delivery Group
21st June 2022, [REDACTED]

[REDACTED]

AGENDA

1.	Welcome	[REDACTED]
2.	Introductions	[REDACTED]
3.	Context Setting	[REDACTED]
4.	Terms of Reference	[REDACTED]
5.	Legislation	[REDACTED]
6.	Staffordshire, Stoke on Trent Protocol	[REDACTED]
7.	Next Steps	[REDACTED]
8.	AOB	[REDACTED]

Illegal Trespass Task and Finish Group – Draft Terms of Reference

Purpose of Group

- To design and implement a Staffordshire-wide Illegal Trespass Protocol.

Responsibilities

- To understand related legislation;
- To utilise best practice;
- To agree the shared vision and strategy;
- To ensure an effective partnership approach;
- To take a proactive and holistic approach, drawing on the strengths of the partners;
- To build effective links and working arrangements with relevant groups;
- To ensure a knowledgeable and skilled workforce;
- To embed the agenda within members' own organisations;
- To remove blockages and manage risks, escalating unresolved issues to the Staffordshire and Stoke on Trent Strategic Community Safety Forum (SSSCSF).

Membership

Group membership will be varied; comprising representatives to help deliver the vision.

The selection of the Chair will be by nomination and majority voting.

Roles and Responsibilities:

Chair

- Provide strategic leadership to the group;
- Manage meetings effectively, including the arrangements for ensuring that agendas and minutes are distributed in good time;
- Ensure appropriate representation at relevant meetings;
- Identify appropriate members and deputies, ensuring that meetings are quorate (three agency representatives);
- Delegate operational tasks and responsibilities to achieve efficiency;
- Ensure all tasks are completed satisfactorily;
- The Chair will be reviewed annually.

Group Member

- Attend meetings regularly;
- Secure a suitable alternative representative should attendance not be possible;
- Take active responsibility for performing tasks on behalf of the group;
- Contribute contemporary information, knowledge and expertise from their own agencies for the benefit of the group;
- Disseminate and champion information from the group back into their own organisation;
- Make the most of their links with other partnerships and networks to advance the aims of the group;

- Influence the investment of resources (human, material and financial) of their own organisations in line with the aims of the group;
- Behave objectively in decision-making, acting with integrity and honesty, being supportive to other members;
- Declare any conflicts of interest.

Accountability

The Board will report to the Staffordshire and Stoke on Trent Strategic Community Safety Forum.

Managing Meetings

- Meetings will take place at least monthly.
- Agenda and papers will be distributed five working days before each meeting.
- Minutes of the meeting will be distributed within ten working days of each meeting.
- Minutes of meetings will clearly identify key decisions and responsibilities for actions.
- The meetings will be held at a central location, and offer remote access, to ensure ease of access.
- Administration for the meetings will be made available from the PFCC Office.

3. **Context Setting**

Videos were due to be shown, but severe IT issues hampered progress. Apologies were shared for the interruptions to the meeting. This issue will be resolved and the videos shared at the next meeting.

4. **Terms of Reference**

The Terms of Reference were discussed and agreed.

5. **Legislation**

█ provided a presentation on the new legislation and highlighted the key changes. Discussion took place on potential impact and how these changes can be implemented. It was largely felt that awareness concerning the changes at a local level probably needed further work and expectations could be high in its absence. This was true of the community and Elected Members.

6. **Staffordshire, Stoke on Trent Protocol**

█ advised of an existing but outdated protocol from 2018. It was agreed that it would be beneficial to have one protocol covering the whole of the Force geography to assist consistency. With that in mind, it was agreed to update the protocol with the new legislation and then to share with all CSPs / partners for comment before imminent implementation.

7. **Next Steps**

- Videos to be shown at the next meeting
- Share communication regarding the legislation changes
- Issue revised draft joint working protocol; members to provide feedback by 8 July 2022
- Develop a piece of work concerning education – for public, councillors and officers
- Develop a piece of work scoping a potential transit site

8. **Any other business**

No other business raised.