



The University of
Nottingham

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Security Section Annual Report 2015/2016

www.nottingham.ac.uk/estates/security

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Executive Summary

This annual report has been prepared to reflect the activities associated with the Estates Security Section during the Academic Year 2015/16 for which purpose the period 1 August 2015 to 31 July 2016 has been used.

I am pleased to report a further small reduction in crime for this Academic Year by 6 crimes (4%) with a total of 148 crimes, against 154 crimes the previous year. This is the lowest reported crime level over the last decade with reported crime in previous years exceeding 1,000 crimes.

The reduction in crime has been achieved in an environment of continued expansion on our Campuses whilst still retaining an open access environment for our visitors to enjoy. The presence of in-house uniformed Security staff at all times, the provision of special operations (covert measures) and other crime prevention initiatives all continue to serve as a major deterrent to the criminal element.

Crime levels continue to remain low with the more serious crimes of violence, including sexual assaults, and burglary being recorded in single figures. Pedal cycle crime accounts for over 50% of the reported crime and we continue to experience problems in this area, although detection rates are relatively high. A number of crime reducing initiatives, including improved CCTV coverage of cycle parking areas, have been introduced to target this type of crime, described later in this report.

Crime figures for the Nottinghamshire Police area reduced by 3,246 crimes (5%) with a total of 70,131 crimes against 73,977 crimes the previous year.

The University Car Parking Charges Scheme continues to be reviewed annually and this year, in addition to a slight increase in charges, approved changes to the Scheme included opt out for changes to travel mode, a slight reduction in occasional user voucher cost, and a fixed fee scale of charges based on emissions for Associate staff.

University Card operations continue to be processed in a timely fashion, with all staff and students being issued with a card as required. All students were in possession of their cards by the end of week two. Security Management worked closely with Project Transform during the year on the changes required for the service delivery and support to the new Student Services Centres.

Our Campuses still remain safer than they have been in the past and we will continue to concentrate on crime prevention and reduction initiatives, especially efforts to further reduce pedal cycle thefts, with a view to ensuring that all staff, students and visitors feel as safe and secure as possible. We will also continue to do everything possible to enhance the customer service interface to ensure that students enjoy a positive experience at the University.

*Gary Stevens
Head of Security, September 2016*

Summary of Role and Achievements of Security at The University of Nottingham:

Crime, a reduction of 6 crimes (5%), with 148 crimes in 2015/16 against 154 crimes in 2014/15. Crime is now over 80% lower than a decade ago.

Pedal Cycle Crime, an increase of 9 crimes (12%), with 84 pedal cycles stolen in 2015/16 against 75 in 2014/15. This crime continues to be the highest crime on our Campuses, despite various robust initiatives.

Events, the Security Services Section have been committed to a number of events, including University Open Days, UCAS and School Open Days, Summer and Winter Graduations, Student Registration, Freshers and International Welcome week.

Student Discipline, 261 students were reported to Security for breaches of the Code of Discipline for Students during the year, slightly higher this year with an increase of 20 over last year's figure of 241. The Compliance & Investigations Manager, appointed in January 2013, continues to have a positive impact in this area and is dealing with the bulk of routine on-Campus student discipline investigations outside of the Halls of Residence.

Special Operations (Covert Security), this initiative continues to be successful, directly resulting in 38 persons being apprehended and 226 persons being challenged during the year on our property in relation to crimes committed and suspicious activity. This is an increase in both arrests and persons challenged and shows that the work undertaken by both the Covert and Uniformed Officers is having a positive impact upon identification of persons committing crimes against the University community.

Trespass Notices, to date 53 notices have been issued to exclude persons from University sites who have been involved in criminal activity, anti-social behaviour or disruption of University activities. This is supported by the issue of anti-social behaviour orders by the Courts against repeat offenders, also resulting in numerous criminals being banned from University sites.

CCTV installations, there are now 420 installations at the University, an increase of 23 over last year. The CCTV provision is reviewed on a regular basis and details of recent installations are included later in this report.

Crime Prevention Initiatives, these continue such as Immobilise property marking, advice at Freshers Fayre, crime prevention talks and surveys, advice at Main Registration, International Welcome Fair, Moving in Moving On Fair, Cycle Safety and Security events on Campuses to meet and discuss issues with Cyclists, with the full range of initiatives detailed later in this report.

Traffic Management, robust measures are in place for Open Days, student arrivals and returners with better use of direction signage, entrances and use of temporary overflow car parks. This has resulted in reduced congestion, vehicles being parked more quickly and event visitors being able to spend longer exploring the Campuses. Feedback over car parking arrangements remains positive. For the June 2016 Open Days over the two day period a total of 6,309 vehicles were parked. For the September 2015 Open Days a total of 7,152 were parked. The traffic plan for Student arrival day at the start of the academic year, following changes made last year, resulted in traffic flowing more smoothly onto Campus with no delays.

University Card, all staff who require a University card have one. All new Students are issued cards on arrival, unless they had not uploaded a photograph. Total cards issued to new Students at the start of the Academic Year totaled just over 11,000. Initiatives to deliver cards to Students included a service at the three International welcome events, Student Registration, deliveries to University Catered Halls, School of Education, School of Nursing and the Medical School Derby. Security also provide a dedicated service on the Sunday to new students, to issue cards and take photographs if they have not already been uploaded.

Car Parking Charges Scheme, the fifth year of operation resulted in 8,012 permits being issued across all eligible groups. There was a slight increase in charges of 5% in September 2015. The formula for charging staff based on salary and emissions is still generally well received.



Overview of Security Services

Responsibilities:

Uniformed security presence provided 24 hours a day, 7 days a week, 365 days of the year, on all UK University Campuses.

Best practice advice on crime prevention and detection of illegal activities provided, including administration of the CCTV systems.

Provision of a crime/incident reporting system.

Responding to calls for service, provision of routine patrols, checking, locking and unlocking buildings, gatehouse cover.

Coordination of call out and emergency out of hours works, extension of the Estates Helpdesk out of normal working hours.

Investigation of complaints in relation to staff and visitor behaviour.

Investigation of complaints in relation to student behaviour and disciplinary proceedings.

University's traffic management policies, administration and enforcement of, including the issue of car parking permits.

Management of keys, including the ordering, cutting and supplying, for the whole of the University.

Found property, recording, safekeeping and disposal.

Provision of University Card support including Enquiry Desk and Helpline, overseeing production of new and replacement cards and dealing with access rights and door schedules.

Sound level monitoring of events and parties.

Establishment:

The Security Section establishment during the year consisted of 71 staff, providing management, administrative support and Operational cover for all UK Campuses. This includes:

- 1 Head of Security
- 1 Deputy Head of Security
- 3 Security Assistants
- 1 University Card Assistant
- 1 Security Manager (Crime Prevention/Reduction)
- 1 Security Manager (King's Meadow Campus)
- 1 Security Manager (Sutton Bonington Campus)
- 1 Security Supervisor (Projects and Operational Support)
- 1 Security Supervisor (Car Parking and Gatehouses)
- 4 Security Supervisors (Operational 3 Shifts)
- 1 Senior Security Officer (Projects and Operational Support)
- 1 Senior Security Officer (Special Operations)
- 1 Senior Security Officer (Car Parking and Gatehouses)
- 4 Senior Security Officers (Operational 3 shifts)
- 1 Security Officer (Special Operations)
- 2 Security Officers (Car Parking)
- 5 Security Officers (Gatehouses)
- 40 Security Officers (Operational 3 Shifts)
- 1 Security Officer (Single Shift Sutton Bonington)

Operational in-house staff provide cover 24 hours a day, 7 days a week for all four Campuses.

Contract Security provide cover in the King's Meadow Campus Gatehouse and they also assist with University Open Days, Graduations and occasional cover on a demand led basis. Out of hours cover at the Royal Derby Hospital Centre is provided by the in-house Security at the Royal Derby Hospital.

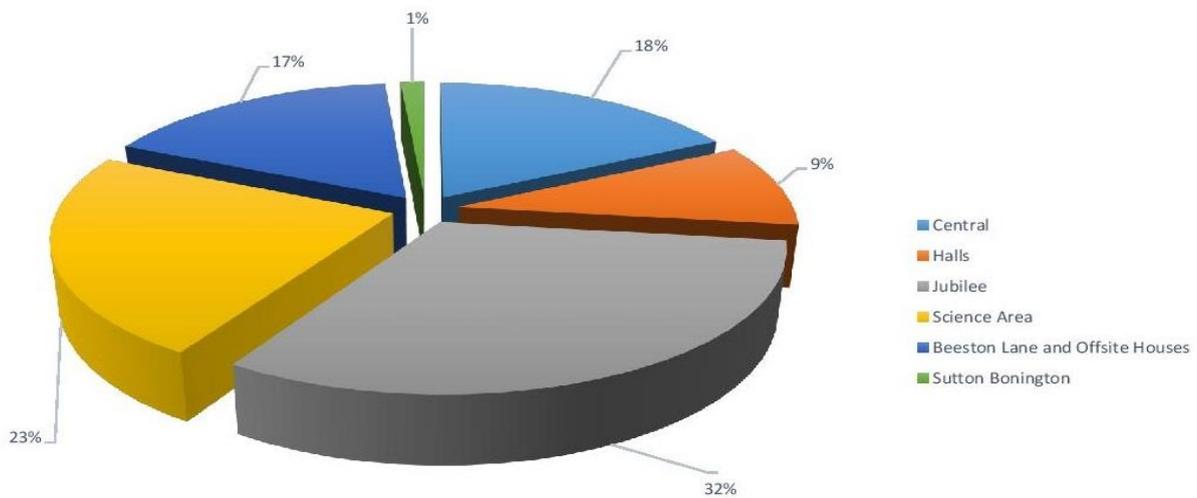
1. Reported Crimes

1.1 Breakdown of Crime by Location

Reported crimes are recorded by location. The Chart below shows the distribution of reported crimes according to these locations:

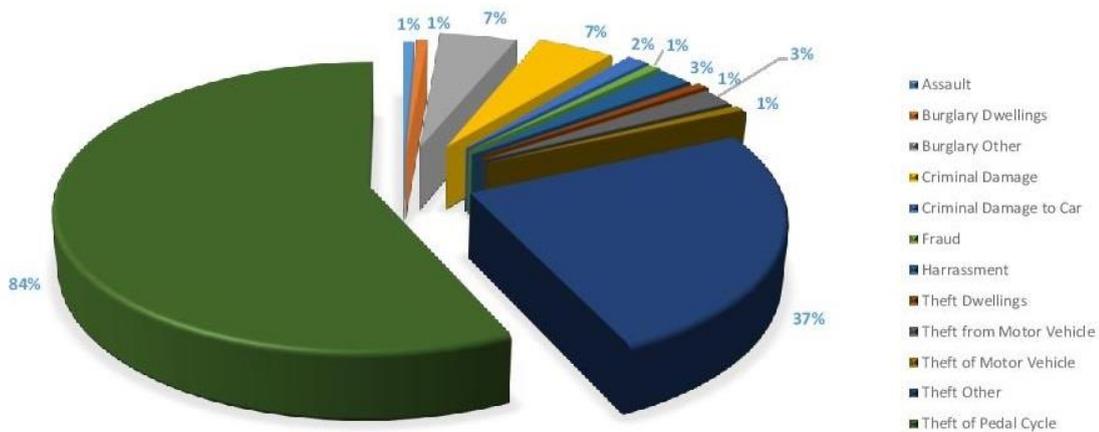
1.2 Breakdown of Crime by Category

FIG 1



Reported Crimes are recorded by Category. The Chart below shows the distribution of reported crimes according to these categories:

FIG 2



(Note that for 2015/16 the main area of concern relates to thefts of pedal cycles).

Overall crime at the University reduced by 6 crimes (5%) with 154 crimes reported in 2014/15 and 148 crimes reported in 2015/16.

Crime in the Nottinghamshire Police area reduced by 3,246 crimes (5%) with a total of 70,131 crimes against 73,977 crimes the previous year.

Burglaries and Thefts

Burglary and Theft from residential dwellings at the University reduced by 6 crimes from 7 reported crimes in 2014/15 to 1 reported crime in 2015/16.

Burglary and Theft from non-residential buildings at the University increased by 5 crimes from 2 reported crimes in 2014/15 to 7 reported crimes in 2015/16. (NB. Those responsible for these burglaries were apprehended and convicted at Court)

Efforts to reduce this type of crime will always remain a priority as in previous years we have experienced much higher figures with 208 burglary crimes in 2001/02.

The Special Operations Officers (Covert Security) have played a major part in achieving reductions by regularly apprehending criminals for this type of crime.

Initiatives continue, including Week One Welcome Week crime prevention advice, improved crime prevention website facilities and Immobilise property marking which provides for a tracking opportunity for stolen laptops, hard drives, mobile phones and other electronic electrical items. In total 1,032 Immobilise Licences were provided to Students within University Halls of Residence. Ongoing liaison with Endsleigh Insurance has reduced the likelihood of false insurance claims.

Dwelling burglaries in the Nottinghamshire Police area reduced by 405 crimes with 3,791 crimes in 2014/15 and 3,386 crimes in 2015/16.

Non-residential building burglaries in the Nottinghamshire Police area reduced by 77 crimes 4,540 crimes in 2014/15 and 4,463 crimes in 2015/16.

Theft of and from Motor Vehicles

Theft of motor vehicles on our Campuses is not an issue at present with only 1 reported crime this year and 2 in the previous year. Similarly, theft from motor vehicles is also not an issue at present with only 3 reported crimes this year and 2 last year, with a previous high of 106 crimes in 2005/06. There was 6,969 vehicle crimes in the Nottinghamshire Police area during the year.

Theft of Pedal Cycles

Theft of pedal cycles is by far the highest type of crime at the University at present with an increase this year of 9 crimes (5%), with 75 crimes in 2014/15 and 84 crimes 2015/16. A previous high was recorded of 197 pedal cycles stolen in 2002/03.



Increased cycle use and more expensive pedal cycles on our sites attracts repeat and new offenders who, when apprehended, see little or no deterrent effect from the often lenient sentences. On-going work to promote and encourage staff and students to cycle and our continued investment in cycle

facilities, cycle to work scheme, cycle routes and the impact of car parking charges on our Campuses has resulted in a 50% increase in cycle usage on our sites. Security staff have apprehended numerous offenders for this type of crime and although the outcomes in terms of punishment does not act as much of a deterrent, antisocial behaviour orders by the courts with conditions not to enter University Campuses are starting to have a positive impact.

The student pedal cycle hire scheme continues to flourish and work continues in partnership between the University cycling team and Security to promote the securing of pedal cycles. Security have also carried out a number of meet and greet events as cyclists arrive on the Campuses. This has been expanded to include events with the Estates Environment team, Sustrans and also Dr Bike. The Crime prevention work done at International Welcome week, Freshers, and Hall Talks has also included information on pedal cycle safety and crime prevention. Advice provided includes making staff/students aware of how best to secure their cycles and what locks to use, as well as advice regarding the use of card access cycle stores and not leaving their cycles on an open rack overnight which may become an easy target for a cycle thief. A selection of free items given out e.g. Bike Shephard marking kit, high-viz rucksack covers, flashing armbands and spoke light sets. The events have proved to be very popular with both staff and students.

The Local Area Police Commander takes an active interest in the number of pedal cycles stolen at the University and he has been instrumental in securing the anti-social behaviour orders for regular offenders with the condition not to enter University sites. Information on cycle security, by way of hand-outs supplied by Nottinghamshire Police, is also available.

Security patrols continue to remove insecure cycles to secure storage.

Theft of pedal cycles in the Nottinghamshire Police area reduced by 392 crimes (18%) from 2,121 crimes in 2014/15 to 1,729 crimes in 2015/16.

Criminal Damage

Vandalism/Criminal Damage (including damage to vehicles) at the University has reduced by 5 crimes with 14 crimes recorded in 2014/15 and 9 crimes recorded in 2015/16.

Criminal Damage offences in the Nottingham Police area reduced by 200 crimes with 10,106 crimes in 2014/15 and 9,906 in 2015/16.

1.3 Arrests for all Areas

A total of 38 people were detained on University properties by Security Section staff, or were arrested following information provided by Security, an increase of 6 compared with the previous year.

Offences include assault, attempted burglary and theft and damage. All

detainees were handed over to the Police to be dealt with under the normal criminal justice procedures. In all incidents that come to the attention of Security involving staff and students, the cases are tracked to their conclusion.

Students Reported for Breach of Discipline

A total of 261 students were reported to Security for breaches of discipline, an increase of 20 from the 2014/15 figure of 240. This year 144 were referred to the Hall Wardens, 3 were reported directly to the local Police, 67 were dealt with directly by the Head of Security and 43 were referred to the Compliance and Investigations Manager. 3 were reported to the Off Campus Manager for Student Affairs. This year has seen a number of Students who have been dealt with and supported by Security, Officers with Summary Jurisdiction and Student Support.

2. Crime Prevention and Reduction Initiatives

This section of the report outlines both recently introduced crime prevention initiatives, as well as established on-going initiatives. The final part mentions the crime prevention surveys that were conducted.

2.1 Recently Introduced Initiatives

Cycle Security, a close working relationship has been developed with both the Student's Union Shop management and Security suppliers to target cycle users on University Campuses with a variety of safety measures, including D Locks, Cycle Lighting and High Vis Rucksack Covers, which are sold at discounted prices in the shops at University Park and Jubilee Campus. There has also been meet and greet events on Campuses where Security Staff are deployed to speak to cyclists as they arrive at the Campus. Cycle Security advice is given to cyclists as well as some items to deter crime and to make cyclists safer while cycling on the Campus and the wider road network. These include Hi Viz ruck sack covers cycle seat covers with a crime prevention message, flashing arm bands, valve lights which fit onto the cycle's wheel valves, and spoke reflectors which fit onto cycle wheels spokes. In March and April there was a cycle awareness campaign. Security have improved cycle safety and security by using Posters in all Hall and University card controlled cycle areas, as well as tagging any cycle which has a poor quality lock. Security also removed any insecure cycles and left a notice for the owner to contact Security on their return.

Off Campuses, Security Staff have provided Security advice and Crime prevention freebies such as Banner Pens, Dipping Bells and other items. These events, 'You Go Together', were held in conjunction with Off Campus Manager for Student Affairs at Raleigh Park & St Peters Court with Security Staff dressed as Batman and Robin. During each event the aim was to engage with as many students as possible and give valuable Crime Prevention advice as well as handing out a selection of Security freebies. All students who attended these events were

given a free meal voucher for the evening which on this occasion was Curry Night. Both events were extremely well attended.

Immobilise, Security staff and the Police attend each Hall of Residence during the early weeks of the new Academic Year to offer free to all Students Immobilise software for their laptops. Immobilise is a method of recording the Students items by way of the serial numbers. These are recorded on the Immobilise website which is available to Police Forces nationally. In the event of an item being stolen the Police will check the serial number against any property which comes into them. This year Security and the Police recorded the details of items for 1,032 Students in our Halls of Residence.

Dedicated Security staff, i.e. covert work to apprehend and deter criminals operating on University property and to provide closer cooperation with the Police with regard to crime, especially burglary, theft and pedal cycle crime. This continues and proves to be a great success with a large number of criminals arrested as a result of their work. The work undertaken by this team has resulted this year in the conviction of a number of burglars who received substantial custodial sentences at Crown Court.

During November Security patrolled Halls of Residence with the Police to give advice to Students regarding personal safety and security.

Increased use of the University Card entry systems, for main entrances to academic buildings on all Campuses. Also withdrawal of use of secondary entrance doors for general uncontrolled access.

The Security Section continue to increase the amount of covert cameras and a number of overt cameras that can be quickly deployed to hotspots when required.

The University now has 420 cameras, new cameras have been recently installed in The Barn (5) Psychology (1) Nottingham Medical School (1) Pharmacy (1) Science Road (1) Portland Building (5) Student Service Centre's (4) Tower (3) L2 (2). All cameras are serviced regularly and repaired or replaced if necessary.

Ongoing improvements to lighting schemes around the Campuses and Halls of Residence, carried out annually in consultation with the Students' Union. This year saw a number of new lighting areas agreed and a programme of replacing sodium lighting with LED lighting. Lighting has been improved on the Downs and the grassed area between Jubilee Avenue and Cut Through Lane.

Monitoring of access controlled cycle facilities and cycle stands, including measures to ensure users secure their pedal cycles.

Dogs, Security liaise with the Police and the RSPCA regarding anti-social behaviour by youths entering University Park with dogs.

2.2 Established Initiatives

Continued liaison with other interested agencies including the Police, Nottingham

City Council's Community Protection Officers, Neighbourhood Action Managers & Student Strategy Section, Nottingham Trent University and the Students' Union. This is on-going and assisted by S17 of the Crime & Disorder Act, 1998, which requires statutory authorities to liaise with the University to reduce crime.

A dedicated in-house University Crime Prevention/Reduction Security Manager, providing detailed crime prevention surveys and advice to staff, students and visitors. A total of 121 surveys have been conducted since 2001.

Provision of advice on enhanced computer, data projector and plasma screen security devices and subsequent acquisition of such devices by many Schools and Departments. There is strong evidence to suggest that criminals have been deterred from committing burglaries in buildings where such security equipment has been installed.

Police Officers and Police Community Support Officers dedicated to each of the University Campuses and the Vicinity:

- University Park and the Lenton Abbey area
- Jubilee Campus and Wollaton area
- Raleigh Park, Faraday Road and the Canning Circus area
- Sutton Bonington and the East Leake area

Visits are made to the Campuses by Police Community Support Officers, specifically targeting and leafleting students who have left their rooms or vehicles insecure. We now have two dedicated Police Community Support Officers at University Park and Medical School.

The University is part of the local Neighbourhood Watch scheme and we receive alerts regarding any common problems in our area.

Provision of a joint Security and Police stand at the Freshers Fayre offering advice and crime prevention packs to incoming and returning students. The packs include property-marking ultraviolet pens, themed crime prevention messages and Nottingham City maps. We also give away Banner pens which give information and contact details for Security, Crime Prevention, Off Campus Team, Nottinghamshire Police, Student Services, International Office, and a number of other services including Nightline. Other items given away at Intentional Welcome week fair and Freshers include dipping bells to prevent purse or bag theft and spoke reflectors and flashing armbands to make cyclists easier to see. Improved mobile and foot Police patrols in and around the Campuses for Freshers Fayre and uniformed and plain clothes staff present on the Freshers Fayre stand. Security also attended the Main Registration and International Welcome event in Portland Building and the Moving in Moving on event, also in Portland Building, with the Off Campus Team.

Tasking actions with the Police Local Area Commander to identify and target current crime trends at the University.

All Students have been given information for a website to visit:

www.immobilise.co.uk enabling students to register all serial numbers of mobile phones and laptops on the National Crime Unit Register. This is free of charge, and any property recovered by the Police is checked against this register.

Crime Prevention talks are held in Halls of Residence The Hall talks have now been extended to include all Halls with more involvement from the Hall Wardens and Managers. Security has a Crime prevention board in every Hall of Residence with information such as contact details for Security and Police. There are also leaflets on cycle safety, where to purchase D Locks and the fixed prices for Taxi's for Students going to a number of City Centre locations.

Police Anti-Social behaviour orders, for persistent offenders within the University with an increasing number applied for this year. Two persons who had regularly been causing anti-social behaviour problems at the University Park and Jubilee Campuses were issued with a Civil Injunction Warning Notices which effectively resolved the issues.

Endsleigh Insurance, Security staff now work closely with Endsleigh Insurance, regarding details of any burglaries in Halls of Residence. This initiative has deterred fake insurance claims.

Trespass notices, involves Security Management making recommendations to the Registrar to exclude persons from University sites who have been involved in criminal activity, anti-social behaviour or disruption of University activities. The Registrar signs a formal letter which is then served personally upon the recipient by Security or the Police. A total of 53 trespass notices have been served to date.

Security/Customer Service point in the University Park Gatehouses between 8.00am to 4.00pm weekdays, up to 12 midnight at the Sutton Bonington Main Building and 24 hours in the Security Control Room and the Jubilee Campus Gatehouse.

Regular support for the Air Ambulance landings at the Highfields Sports Ground. Year on Year the Senior Management from the Ambulance Control express their thanks to the Security Section for their help with this service. The number of landings has seen an increase as a result of the QMC being designated a Major Trauma Centre.



2.3 Crime Prevention Surveys

The majority of the buildings have now benefitted from a Crime Prevention Survey with 121 surveys on record to date. The Crime Prevention/Reduction Manager has worked closely this year with Schools and Project Officers to review and implement improvements on existing buildings and areas. They have also worked on new buildings and areas being refurbished.

3. Other Security Services Matters

This section relates to non-crime related issues and responsibilities of the Security Services.

3.1 Car Parking and Traffic Management

Parking Scheme

The University Car Parking Scheme moved into the fifth year of operation. The scheme provides for a charging mechanism for parking based on salary and emissions for Staff and other charging mechanisms for Associate Staff, Students and Contractors.

All permits issued are based on the permit year 1 September to 31 August, with renewals taking place in September each year. Income generated is used to offset the Nottingham City Council Workplace Parking Levy. Staff are able to pay monthly through salary exchange and are also able to purchase occasional vouchers as an alternative to a full permit. Associate staff and Contractors are able to purchase three or twelve month permits and Associate staff are also able to purchase occasional vouchers as an alternative to a permit.

A total of 8,012 permits were issued across all the eligible groups (previous year 7,913) and the formula for charging staff based on salary and emissions is still generally well received. The online permit system allows for Staff, Associate and Student applications.

Following the annual review of the scheme in April 2016, the approved increase of 5% in charges took effect in September 2016. Approved changes to the scheme also included opt out for changes to travel mode, a slight reduction in occasional user voucher cost, and a fixed fee scale of charges based on emissions for Associate staff.

Impact of Car Parking Charges

The impact of car parking charges still generally results in a reduction in vehicles on the Campuses providing more space availability in all areas, space availability is monitored daily. There are very few instances of the car parks being full to capacity and following completion of the tram works space availability has improved. There are currently a total of 4,732 spaces on University sites:

- University Park Campus 2,757 spaces.



- Jubilee Campus 736 spaces.
- Sutton Bonington Campus 795 spaces.
- King Meadow Campus 444 spaces.

A full review of eligible parking spaces takes place annually in January.

Pedal Cycle Parking

We continue to invest in our cycling infrastructure to support those who choose active travel. The availability of cycling parking continue to grow with there being 4,907 cycle parking spaces, a growth of 24% since 2009/2010.

The current total of spaces on University sites is made up as follows:

- University Park Campus 3,534 (2,352 non-secure and 1,182 access controlled)
- Jubilee Campus 857 (469 non-secure and 388 access controlled)
- Sutton Bonington Campus 456 (372 non-secure and 84 access controlled)
- Kings Meadow Campus 60 (40 non-secure and 20 access controlled)

Parking Permits (Staff) – previous year shown in brackets

A total of 5,307 (5,383) permits were issued to staff as follows:

4,281 (4,470) full permits of which 204 (202) issued to staff working at Innovation Park.

720 (847) occasional use permits of which 34 (38) were issued to staff working at Innovation Park.

68 (73) full permits to Off-Campus staff.

Parking Permits (Associate Staff)

A total of 1,139 (941) permits were issued to Associate staff as follows:

418 (619) full permits of which 218 (229) permits were issued to staff working at Innovation Park.

16 (7) 3 month permits 2 of which were issued to staff working at Innovation Park.

349 (315) occasional use permits of which 136 (110) were issued to staff working at Innovation Park.

Parking Permits (Students)

A total of 1,312 (1,387) permits were issued to students of which 721 (740) were issued to students at Sutton Bonington for parking at the Sutton Bonington Campus only.

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Students residing and/or studying at Sutton Bonington are allowed to apply and be issued with a student parking permit at 50% of the cost of a full student permit.

The majority of student permits (excluding Sutton Bonington), are issued to students who are commuting to the University from their home addresses 15 miles, or more, away.

Parking Permits (Contractors)

A total of 254 (202) permits were issued to contractors of which 36 (19) were 3 month permits.

Road Traffic Collisions

A total of 37 road traffic collisions were reported during the year, a reduction of 5 on the previous year. No serious injuries were reported and all but a couple of the accidents involved very minor collisions.

They were mainly at University Park, where through traffic is present, at various locations on the Campus with no particular location giving rise to concern for the possible implementation of accident prevention measures. All the collisions reported involved an element of driver or rider error.

The Campus has a 20mph speed limit in all areas. In addition to speed limits, appropriate traffic calming measures including speed humps, zebra crossings have been introduced on Campus.

The introduction of cycle lanes, the partial pedestrianisation of the central areas and the one way system at University Park continue to be monitored.

Traffic Management

Traffic Management for Open Days, student arrivals and returners was again improved this year, with better use of direction signage, entrances and use of temporary overflow car parks. This has again resulted in reduced congestion, vehicles being parked more quickly and event visitors being able to spend longer exploring the Campuses. Feedback over car parking arrangements has been very positive. For the June 2016 Open Days over the two day period 6,309 vehicles were parked and for the September 2015 Open Days over the two day period 7,152 vehicles were parked.

Due to the increased popularity of Conferencing and other events such as Open Days and UCAS days, Florence Boot and Willoughby Halls Fields have been improved with grasscrete at the entrances.

This year there have been no major issues with weather causing disruption for parking for Major events.

Parking/Traffic Infringements

Parking Infringements are dealt with by way of penalty charge notices in partnership with First Parking Ltd, who are responsible for the back office procedures including collection of charges for notices that progress to them. First Parking Ltd is an Approved Operator by the British Parking Association and this allows them to ascertain vehicle ownership details from the DVLA. They replaced the previous Approved Operator, the Car Parking Partnership, in May 2015.

Civil parking notices are issued for parking infringements by in-house Security staff, mainly by the Car Parking Team consisting of a Security Supervisor and two Security Officers, although all operational Security staff are also able to issue the notices.

The charge for a penalty charge notice to First Parking Ltd is currently £75.00 with a

reduction to £45.00 if paid within 14 days. There is also an option to pay the University a reduced fee of £25.00 if the notice is paid within 24 hours. The proceeds from the notices are used to offset the charges under the Nottingham City Council Workplace Parking Levy and investments in sustainable transport.

A total of 3,337 penalty charge notices were issued during the year against 12,697 the previous year, 901 notices were paid on site.

Breaches of the Traffic Regulations that do not relate to parking are still dealt with by way of traffic infringement notices. These mainly relate to pedal cycle fines, usually £15.00, and driving offences fines ranging from £25.00 to £150.00.

The total number of fines for cyclists without lights during the year was 117 against 79 the previous year. Cycling without lights during the hours of darkness is obviously a dangerous practice and there have been numerous incidents and near misses on our sites through such inappropriate activity. The problems are exacerbated in October with the clock change and around this time Security carry out dedicated enforcement to deal with the incidents of cycling without lights. This is preceded by a 'cycle safe' poster campaign and the Students' Union also highlight the enforcement campaigns on their website where they offer a cycle lights for between £5.00 and £8.00, available from the Students' Union Shop.

3.2 Key Control

The Security Office manages approximately 31,000 keys giving access to all areas of University Park, Jubilee, Sutton Bonington and King's Meadow Campuses. A total of 6,141 keys were cut, compared with 5,835 in the previous year and 704 locks, compared with 589 last year.

The provision of electronic access control continues with 578 installations, including 67 timed sensors.

The loss or theft of keys is of obvious concern to the University and there have been occasions when criminals have, in the process of a burglary, stolen keys for the purpose of carrying out repeat burglaries. When keys are lost or stolen Security act quickly to ensure that buildings are not further compromised and that only the necessary and appropriate remedial works are carried out as a re-suite of locks in a building, or part of a building, can cost up to £100,000.

To reduce re-suiting costs Security provide regular crime prevention advice to building users and key holders on the safe storage and security of keys. In addition, strict control measures are in place to ensure that all University keys are ordered via the Security Office and, as part of the ordering process, checks are in place to ensure that only those members of staff who are authorised to order keys do so.

Strict procedures are in place to restrict the amount of high level keys in circulation. Grandmaster keys can only be issued for existing key suites following approval by the Estates Directorate Team and for new suites the grandmaster key will rarely be cut. Master keys can only be issued following approval by the Head or Deputy Head of Security.

The ordering of Lock Suites and the creation of suites for new builds and remodeling of existing buildings continues to be undertaken by members of Security. While this is time consuming it does allow for greater control of keys and their issue as well as ensuring the suites being delivered meet the Customer's needs.

To protect the high level keys held by Schools and Departments, staff are encouraged to secure keys in heavy duty safes.

3.3 Events

The Security Section has been committed to a number of events during the year:

Main Open Days:

2 Days 11, 12, September 2015

2 Days 24, 25, June 2016

UCAS/School Open Days:

19 Days between November 2014 to March 2015

Graduations:

5 Days Winter December 2015

10 Days Summer July 2016

Student Registration/University Card/Freshers:

3 Days 21, 22, 24 September 2015

International Welcome Week University Card:

3 Days 20, 21, 22 September 2015

3.4 Sound Monitoring

Security Staff closely monitored the levels of sound for a number of parties, especially the Summer Party, both at the Campus Boundaries and also in the areas of the locality where previous complaints have been made.

The numbers of parties held that were monitored during 2015/16 are:

University Park – 8 parties

Jubilee Campus – 10 parties

Sutton Bonington – 2 parties

A number of parties breached the agreed sound levels although following intervention by Security no organised and approved parties had to be closed. Sound monitoring covers all parties and events that include both live and recorded music for both external and internal events. The definition of sound does not only relate to music but also to crowd noise and any other type of sound generated by an event.

The agreement between the University and Nottingham City Council

Environmental Health and Pollution Control Department is that before 11.00pm the sound level must not exceed 65 decibels at any of the University boundaries. After 11pm the sound must not be audible at any of the University boundaries. If the above limits are breached then Security will instruct the event organiser to reduce the sound levels. A further sound check is then made and if found to still be above the specified limits the event will be stopped

4. Crime Statistics

INCLUSIVE CRIME STATISTICS ALL UNIVERSITY AREAS 2015/2016														
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	TOTALS 2014/2015
Assault											1		1	3
Arson													0	0
Burglary Dwellings										1			1	7
Burglary Other							3		1	2		1	7	2
Criminal Damage	1			2	1	1			2				7	12
Criminal Damage To Car		1								1			2	2
Fraud					1								1	0
Harassment		1										2	3	1
Indecency													0	4
Robbery													0	1
Theft Dwellings					1								1	13
Theft from a Motor Vehicle						3							3	2
Theft of Motor Vehicle			1										1	2
Theft Other		2	1	2	3	3	2	3	3	6	5	7	37	30
Theft Pedal Cycle	8	5	11	7	5	4	6	4	7	6	10	11	84	75
TOTALS	9	9	13	11	11	11	11	7	13	16	16	21	148	154

CRIME STATISTICS FOR UNIVERSITY PARK 2015/2016														
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS	
Assault														
Arson														
Burglary Dwellings														
Burglary Other								3		1	2		6	
Criminal Damage	1			2	1				2				6	
Criminal Damage To Car		1								1			2	
Fraud														
Harassment		1											1	
Indecency														
Robbery														
Theft Dwellings					1								1	
Theft from a Motor Vehicle						2							2	
Theft of Motor Vehicle			1										1	
Theft Other		1		1	3		2	3	3		1	5	19	
Theft Pedal Cycle	6	2	8	6	4	1	1	3		5	7	5	54	
TOTALS	7	5	9	9	9	6	6	6	12	12	8	10	99	

CRIME STATISTICS FOR JUBILEE CAMPUS 2015/2016													
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault											1		1
Arson													
Burglary Dwellings													
Burglary Other												1	1
Criminal Damage						1							1
Criminal Damage To Car													
Fraud					1	2							1
Harassment												2	2
Indecency													
Robbery													
Theft Dwellings													
Theft from a Motor Vehicle													
Theft of Motor Vehicle													
Theft Other		1	1	1						2	4	2	11
Theft Pedal Cycle	2	3	3	1	1	3	5	1	1	1	3	6	30
TOTALS	2	4	4	2	2	4	5	1	1	3	8	11	47

CRIME STATISTICS FOR SUTTON BONINGTON 2015/2016													
MONTH CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault													
Arson													
Burglary Dwellings										1			1
Burglary Other													
Criminal Damage													
Criminal Damage To Car													
Fraud													
Harassment													
Indecency													
Robbery													
Theft Dwellings													
Theft from a Motor Vehicle						1							1
Theft of Motor Vehicle													
Theft Other													
Theft Pedal Cycle													
TOTALS						1				1			2



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Hours: Reception 8.00am to 5.00pm Monday to Friday
Security Control and Emergencies 24 hours, 7 days a Week