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# Security Services Annual Report 2017/2018

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# Contents

<b>Executive Summary</b>	<b>2</b>
<b>Overview of Security Services</b>	<b>4</b>
<b>1. Reported Crimes</b>	<b>6</b>
1.1 Breakdown of Crime by Location	6
1.2 Breakdown of Crime by Category	6
1.3 Arrests and Reported Breaches of Discipline	9
<b>2. Crime Prevention</b>	<b>9</b>
2.1 Crime Reduction Initiatives	9
2.2 Crime Prevention Surveys	12
<b>3. Other Security Services Matters</b>	<b>12</b>
3.1 Car Parking and Traffic Management	12
3.2 Key Control	15
3.3 Events	16
3.4 Sound Monitoring	16
<b>4. Crime Statistics</b>	<b>17</b>

# Executive Summary

*This annual report has been prepared to reflect the activities associated with Estates Security Services during the Academic Year 2017/18 for which purpose the period 1 August 2017 to 31 July 2018 has been used.*

*There has been an increase of 50 crimes (22%) with a total of 275 crimes for this Academic Year, against 225 crimes the previous year. Crime levels do however, continue to remain low with substantial reductions in previous years from a previous high of over 1,000 reported crime over a decade ago.*

*Pedal Cycle crime still accounts for around 50% of the reported crime and despite concerted efforts to address this we continue to experience problems in this area. Although detection rates are relatively high the Police response to this type of crime continues to be notably delayed since funding and resources cuts, resulting in known offenders committing repeat crimes before being apprehended. A number of crime reducing initiatives, described later in this report, have been introduced to target this type of crime and as the majority of cycles stolen have either no locks or very poor quality locks, we have been providing some free D-Locks to staff and students.*

*Despite an increase in overall crime our Campuses still remain safer than they have been in the past and our low crime levels have been achieved and maintained whilst the infrastructure of the University has continued to expand. 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 whilst also ensuring that our students enjoy a positive experience during their study and that visitors are able to enjoy open access to our facilities. Incidents of serious crime continue to remain low with the more serious crimes of violence, including sexual assaults, and burglary being recorded in single figures. In particular there has only been 3 dwelling burglaries (student residences) this year with a previous high of 130 some years ago.*

*Crime figures for the Nottinghamshire Police area increased by 11,784 crimes (13%) with a total of 102,471 crimes against 90,687 crimes the previous year.*

*The University Car Parking Charges Scheme continues to be reviewed annually with a 5% increase in permit charges and increased pay and display charges for the 2018/19 permit year. Charges will be reviewed again in November 2018, with a view to implementation in September 2019.*

*University Card operations continue to be processed in a timely fashion, with all staff and students being issued with a card as required, over 13,000 cards were issued to new students at the start of the Academic Year.*

*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.*

*Gary Stevens  
Head of Security  
December 2018*

**Crime**, an increase of 50 crimes (22%), with 275 crimes in 2017/18 against 225 crimes in 2016/17. Crime is still however over 70% lower than a decade ago.

**Pedal Cycle Crime**, an increase of 34 crimes (33%), with 138 pedal cycles stolen in 2017/18 against 104 in 2016/17. This crime continues to be the highest crime on our Campuses, despite various robust initiatives described later in this report.

**Events**, Security Services staff 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. The Section also provided Security for visits by HRH Princess Royal Duke of York, HRH Duke of Gloucester and His Excellency Mark Regev Israeli Ambassador.

**Student Discipline**, 234 students were reported to Security for breaches of the Code of Discipline for Students during the year, slightly lower this year with a decrease of 24 over last year's figure of 258. 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.

**Support Services**, Security Services are committed to the welfare of staff, visitors and particularly students who find themselves in difficulty, with close liaison being maintained with student welfare teams including the Mental Health Team. We provide ongoing support, especially out of hours, for a range of difficult situations including deaths, self-harming, injuries and illnesses. We have currently trained 47 members of Security as Mental Health First Aiders out of a team of 65 who are operational Officers. We have another course booked for January where we hope to train a further 14 to 16 members of the team. It is the view of Security Management that Mental Health First Aid is given the same priority as Physical First Aid and as such it is a compulsory course for all Security Staff. We hope to achieve a 100% trained team next year and address new starters upon engagement.

**Special Operations (Covert Security)**, this initiative continues to be successful, directly resulting in 36 persons being apprehended and 458 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 criminal behaviour orders by the Courts against repeat offenders, also resulting in numerous criminals being banned from University sites.

**CCTV installations**, there are now 510 installations at the University, an increase of 34 over last year. The CCTV provision is reviewed on a regular basis and details of recent installations are included later in this report. The CCTV Policy was updated during the year taking account of the Data Protection Act 2018 and General Data Protection Regulation.

**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 2018 Open Days over the two day period a total of 8,256 vehicles were parked. For the September 2017 Open Days a total of 5,013 vehicles were parked. The traffic plan introduced for Student arrival day at the start of the academic year, following previous changes, worked well resulting in traffic flowing more smoothly onto Campus with no delays. There are now however, now some serious concerns about our capability to provide adequate and appropriate parking for events at both the University Park and Sutton Bonington Campuses. This is subject to discussion and development by the Car Parking Review Working Group.

**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 13,000. Initiatives to deliver cards to Students included a service at the two International welcome events, Student Registration, late Registration event in Portland Building & DRSV, deliveries to University Catered Halls, School of Education, School of Nursing, Student Services as requested prior to the start of the Academic Year, Medical School Derby and TUNIC.

**Car Parking Charges Scheme**, the seventh year of operation resulted in 8,428 permits being issued across all eligible groups. There was a slight increase in charges of 5% in September 2018. 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)
- 3 Senior Security Officer (Special Operations)
- 1 Senior Security Officer (Car Parking and Gatehouses)
- 4 Senior Security Officers (Operational 3 shifts)
- 2 Security Officers (Car Parking)
- 5 Security Officers (Gatehouses)
- 40 Security Officers (Operational 3 Shifts)

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

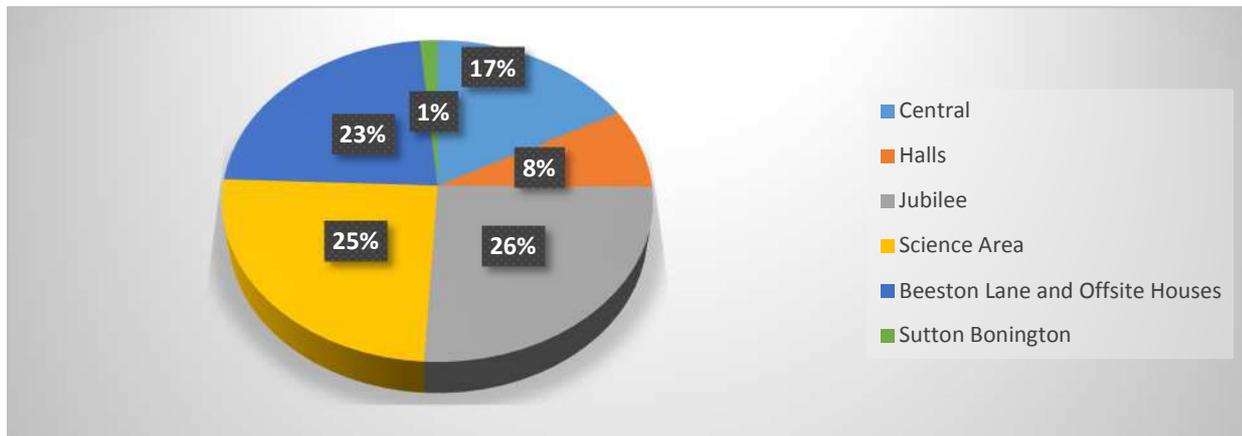
Contract Security provide cover in the King's Meadow Campus Gatehouse and they also assist with University Open Days, Graduations and occasional cover on a demand led basis. Out of hours cover at the Royal Derby Hospital Centre is provided by the in-house Security Team at the Royal Derby Hospital.

# 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:

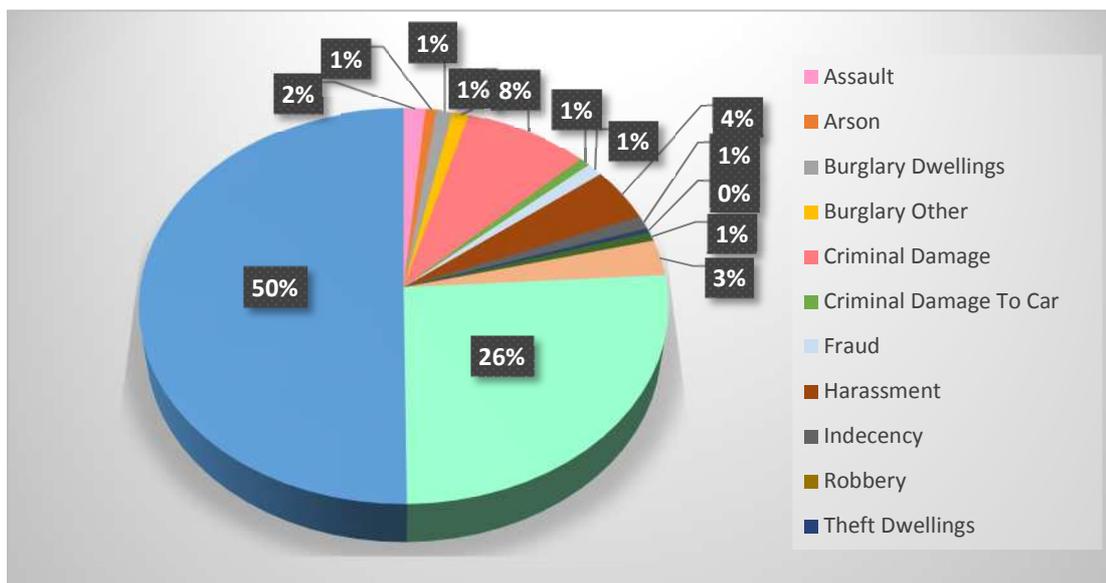
Figure 1



## 1.2 Breakdown of Crime by Category

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

Figure 2



(Note that for 2017/18 the main area of concern relates to thefts of pedal cycles).

Overall crime at the University increased 50 crimes (22%) with 225 crimes reported in 2016/17 and 275 crimes reported in 2017/18.

Crime in the Nottinghamshire Police area increased by 11,784 crimes (13%) with a total of 102,471 crimes against 90,702 crimes the previous year.

### ***Burglaries and Thefts***

Burglary and Theft from residential dwellings at the University increased slightly by 2 crimes with 1 reported crime in 2016/17 and 3 reported crimes in 2017/18.

Burglary and Theft from non-residential buildings at the University reduced slightly by 3 crimes with 6 reported crimes in 2016/17 to 3 reported crimes in 2017/18.

Efforts to reduce this type of crime will always remain a priority as in previous years we have experienced much higher figures with a previous high of 130 burglaries some years ago.

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 1,420 Immobilise Licences were provided to Students within University Halls of Residence which is a record high figure. Ongoing liaison with Endsleigh Insurance has reduced the likelihood of false insurance claims.

Burglaries in the Nottinghamshire Police area reduced by 637 crimes with 8,393 crimes in 2016/17 and 8,296 crimes in 2017/18.

### ***Theft of and from Motor Vehicles***

Theft of motor vehicles on our Campuses increased by 2 crimes this year with 8 reported crimes against 6 in the previous year. Theft from motor vehicles is not a major issue at present with only 2 reported crimes this year and 2 last year, with a previous high of 106 crimes in 2005/06. There was 9,605 vehicle crimes in the Nottinghamshire Police area during the year, an increase of 1,900 over the previous year total of 7,705.

### ***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 34 crimes (33%), with 104 crimes in 2016/17 and 138 crimes 2017/18. A previous high was recorded of 197 pedal cycles stolen in 2002/03.

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 an increase in cycle usage and more expensive pedal cycles on our sites. Security staff have apprehended numerous new and repeat offenders for this type of crime although when offenders are identified there are delays in the Police responding. Offenders see little or no deterrent effect from the often lenient sentences, although criminal behaviour orders by the courts with conditions not to enter University Campuses do have a positive impact.



Security have developed a close working relationship with the Students' Union shop management and Security suppliers to target cycle users on University Campuses with a variety of safety measures, including D-Locks, cycle lights and high-viz rucksack covers, which are sold at discounted prices in the shops at University Park and Jubilee Campuses. Security have recently purchased 1,000 D-locks which will be provided free of charge to staff and students who have no locks or poor quality locks.

The student pedal cycle hire scheme in partnership with Enactus continues to operate and work continues in partnership between the Sustainability team and Security to promote the securing of pedal cycles, expanded to include events with the Sustainability team, Ridewise, Nottingham Bike works and also Dr. Bike. The crime prevention work done at International Welcome week, Freshers, Hall Talks and meet and greet events 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 are 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.

Posters relating to cycle safety and where to buy D-Locks are placed in all cycle storage areas and on crime prevention notice boards within all Halls of Residence on University Campuses.

Security have recently purchased 1,000 D-Locks which will be provided free of charge to students and staff who have either no locks or poor quality locks. Security tag any cycle which has a poor quality lock and insecure cycles are removed and a notice is left for the owner to contact Security on their return.

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 criminal behaviour orders. Information on cycle security, by way of hand-outs supplied by Nottinghamshire Police, is also available.

Theft of pedal cycles in the Nottinghamshire Police reduced by 115 crimes (4.5%) from 1,874 crimes in 2016/17 to 1,759 crimes in 2017/18.

### **Criminal Damage**

Vandalism/Criminal Damage (including damage to vehicles) at the University has increased by 12 crimes with 13 crimes recorded in 2016/17 and 25 crimes recorded in 2017/18.

Criminal Damage offences in the Nottingham Police area increased by 816 crimes with

11,559 crimes in 2016/17 and 12,375 crimes in 2017/18.

9

### 1.3 Arrests for all Areas

A total of 36 people were detained on University properties by Security Section staff, or were arrested following information provided by Security, an increase of 2 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 234 students were reported to Security for breaches of discipline, a decrease of 24 from the 2016/17 figure of 258. This year 144 were referred to the Hall Wardens, 3 were reported directly to the local Police, 35 were dealt with directly by the Head of Security, 47 were referred to the Compliance and Investigations Manager, of which 9 were part of an investigation reported to the Head of Student Welfare, and 5 were referred to the Off Campus Manager for Student Affairs.

## 2. Crime Prevention

### 2.1 Crime Reduction Initiatives

This section of the report outlines established on-going initiatives and crime prevention surveys that have been conducted.

**Cycle Security**, a wide range of initiatives have been introduced aimed at reducing pedal cycle thefts and improving cycle safety, which are described more fully earlier in this report.

**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 Out Together', were held in conjunction with Off Campus Manager for Student Affairs at Raleigh Park & St Peters Court. 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 1,420 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 offenders for pedal cycle thefts.

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 510 cameras**, new cameras have been recently installed in Portland Building (10) Advanced Manufacturing Building (15), Law & Social Sciences Building (1) Coates Building (1) Dearing Building (1) Sherwood Hall (1) Derby Hall (1) Melton Hall (1) Orchard hotel (1) Jubilee Conference Centre (2). All cameras are serviced regularly audited, serviced and repaired or replaced as necessary.

**Ongoing improvements to lighting schemes** around the Campuses and Halls of Residence, carried out annually in consultation with the Students' Union. Sodium lighting has been replaced with LED lighting and 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.

**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 129 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

**The University is part of the local Neighbourhood Watch scheme** and we receive

alerts regarding any common problems in our area.

11

**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. 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](http://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 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 Criminal Behaviour Orders**, for persistent offenders within the University with an increasing number applied for this year.

**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 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, this year was 40, has increased as a result of the QMC being designated a Major Trauma Centre.



## 2.2 Crime Prevention Surveys

The majority of the buildings have now benefitted from a Crime Prevention Survey with 129 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. These include the Nottingham Medical School and the Rad Building.

## 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 seventh 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 8,428 permits were issued across all the eligible groups (previous year 8,074) 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 November 2017, a 5% increase on charges was agreed for the permit year 2018/19.



## ***Impact of Car Parking Charges***

The impact of car parking charges still generally results in a reduction in vehicles although there are currently some concerns about space availability in the Central and Science areas. Space availability is monitored daily over the current total of 4,827 spaces on University sites:

- University Park Campus 2,668 spaces.
- Jubilee Campus 924 spaces.
- Sutton Bonington Campus 789 spaces.
- King's Meadow Campus 446 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, with investments in cycle facilities being a key part of any new capital development, supported by softer measures throughout the year including Dr Bike activities. The availability of cycling parking continues to grow with there being 5,157 cycle parking spaces, a growth of 25% since 2009/2010. The city card smart cycle hire installations continue to be popular on our campuses and work is underway to review their long term sustainability.

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

- University Park Campus 3,624 (2,442 non-secure and 1,182 access controlled)
- Jubilee Campus 1017 (509 non-secure and 508 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 5,340 (5,561) permits were issued to staff as follows:

4,230 (4,342) full permits of which 198 (300) issued to staff working at Innovation Park.

807 (810) occasional use permits of which 38 (40) were issued to staff working at Innovation Park.

67 (69) full permits to Off-Campus staff.

## ***Parking Permits (Associate Staff)***

A total of 1,422 (1,029) permits were issued to Associate staff as follows:

601 (372) full permits of which 325 (155) permits were issued to staff working at Innovation Park.

1 (3) 3 month permits none were issued to staff working at Innovation Park.

409 (389) occasional use permits of which 86 (110) were issued to staff working at Innovation Park.

## ***Parking Permits (Students)***

A total of 1,380 (1,249) permits were issued to students of which 812 (709) were issued to students at Sutton Bonington for parking at the Sutton Bonington Campus only.

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.

14

### ***Parking Permits (Contractors)***

A total of 286 (235) permits were issued to contractors of which 42 (25) were 3 month permits.

### ***Road Traffic Collisions***

A total of 46 road traffic collisions were reported during the year, a decrease of 5 on the previous year. No serious injuries were reported and all but a couple of the accidents involved very minor collisions between vehicles, posts and cyclists.

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 Campuses have 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 the Campuses.

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 2018 Open Days over the two day period 8,256 vehicles were parked and for the September 2017 Open Days over the two day period 5,013 vehicles were parked.

Due to the increased popularity of conferencing, sporting events and other events such as Open Days and UCAS days, Florence Boot and Willoughby Halls Fields have been improved with grasscrete at the entrances. The hard standing originally created for the Temporary Sports Centre has now been allocated to Beeston Hall resulting in more vehicles being parked on grassed areas.

There are now however, some serious concerns about our capability to provide adequate and appropriate parking for events at both the University Park and Sutton Bonington Campuses. This is subject to discussion and development by the Car Parking Review Working Group.

### ***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.

Parking charge 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.

A total of 3,750 parking charge notices were issued during the year against 3,349, an increase of 401 on the previous year. 824 notices were paid on site during the year against 774, an increase of 50 on the previous year.

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 55 against 126 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 8,298 keys were cut, compared with 5,928 in the previous year and 1,692 locks ordered, compared with 999 last year.

The provision of electronic access control continues with 690 installations, including 68 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 result of locks in a building, or part of a building, can cost up to £100,000.

To reduce re-suited 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 15, 16, September 2017

2 Days 29 June, 30 June 2018

**UCAS/School Open Days:**

15 Days between February 2018 and May 2018

**Graduations:**

4 Days Winter December 2017

7 Days Summer July 2018

**Student Registration/University Card/Freshers:**

2 Days 25, 26, September 2017

**International Welcome Week University Card:**

2 Days 21, 22, September 2017

### 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 2017/18 are:

University Park – 7 parties Jubilee

Campus – 8 parties

Sutton Bonington – 2 parties

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. No approved parties or events had to be closed by Security.

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 2017/2018

MONTH/ CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTALS	TOTALS 2016/2017
Assault							1	1			1	1	4	4
Arson			1								1		2	3
Burglary Dwellings				2								1	3	1
Burglary Other	1				1							1	3	6
Criminal Damage	2	2	1		1	4	1		2	1	4	5	23	10
Criminal Damage To Car			1							1			2	3
Fraud			1								2		3	2
Harassment					1			3	5	1	2		12	6
Indecency	1										1	1	3	4
Robbery														0
Theft Dwellings						1							1	3
Theft from a Motor Vehicle		1								1			2	2
Theft of Motor Vehicle		1			1			2		1	2	1	8	6
Theft Other	11	6	8	8	4	6	6	8	1	9	4		71	71
Theft Pedal Cycle	1	15	25	15	20	6	13	4	6	12	11	10	138	104
<b>TOTALS</b>	<b>16</b>	<b>25</b>	<b>37</b>	<b>25</b>	<b>28</b>	<b>17</b>	<b>21</b>	<b>18</b>	<b>14</b>	<b>26</b>	<b>28</b>	<b>20</b>	<b>275</b>	<b>225</b>

### CRIME STATISTICS FOR UNIVERSITY PARK 2017/2018

MONTH/ CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault							1				1	1	3
Arson			1										1
Burglary Dwellings												1	1
Burglary Other				2								1	3
Criminal Damage	2	2	1		1	2	1		2	1	2	2	16
Criminal Damage To Car			1							1			2
Fraud			1								2		3
Harassment								1	3	1	2		8
Indecency	1										1	1	3
Robbery													0
Theft Dwellings						1							1
Theft from a Motor Vehicle		1						1		1	1	1	5
Theft of Motor Vehicle								1		1	2		4
Theft Other	8	4	7	6	2	5	5	6	1	8	2		52
Theft Pedal Cycle	1	13	17	14	14	2	10	3	5	9	6	3	97
<b>TOTALS</b>	<b>12</b>	<b>20</b>	<b>28</b>	<b>22</b>	<b>17</b>	<b>10</b>	<b>17</b>	<b>12</b>	<b>11</b>	<b>22</b>	<b>19</b>	<b>10</b>	<b>200</b>

**CRIME STATISTICS FOR JUBILEE CAMPUS 2017/2018**

MONTH/ CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault													0
Arson											1		1
Burglary Dwellings													0
Burglary Other	1				1								2
Criminal Damage						1					2	3	6
Criminal Damage To Car													0
Fraud													0
Harassment					1				2				3
Indecency													0
Robbery													0
Theft Dwellings						1							1
Theft from a Motor Vehicle													0
Theft of Motor Vehicle		1			1			1					3
Theft Other	1	2		2	2	1	1	1		1	1		12
Theft Pedal Cycle		2	9	1	6	4	3	2	1	3	5	7	43
<b>TOTALS</b>	<b>2</b>	<b>5</b>	<b>9</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>10</b>	<b>71</b>

**CRIME STATISTICS FOR SUTTON BONINGTON 2017/2018**

MONTH/ CRIME	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	TOTALS
Assault								1					1
Arson													0
Burglary Dwellings													0
Burglary Other													0
Criminal Damage													0
Criminal Damage To Car													0
Fraud													0
Harassment													0
Indecency													0
Robbery													0
Theft Dwellings													0
Theft from a Motor Vehicle													0
Theft of Motor Vehicle													0
Theft Other													0
Theft Pedal Cycle	2							1					3
<b>TOTALS</b>	<b>2</b>							<b>2</b>					<b>4</b>



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