

SAFER NEIGHBOURHOODS

NEIGHBOURHOOD POLICING SUMMARY GUIDELINES



INDEX

Going live		p3
Implementing Safer Neighbourhoods		p4
Seven Stage Model		p5
Stage One – Research		p5
KIN		p5
EVA		p6
Stage Two – Engagement		p8
Stage Three – Public Preferences		p9
Community Meetings		p9
Stage Four – Investigation & Analysis		p11
NAG's		p11
Stage Five – Communication		p13
Stage Six – Plan & action		p16
Stage Seven – Review		p17
Shared Drive		p17
Appendix 1	Going Live Data Form	p18
Appendix 2	Contacts Form	p19
Appendix 3	EVA Form	p20 - 23
Appendix 4	EVA De-Brief Form	p24 - 27
Appendix 5	EVA	p28
Appendix 6	Consultation Form	p29
Appendix 7	Consultation Cover Letter	p30
Appendix 8	Meeting Check List	p31
Appendix 9	Attendance Sheet	p32
Appendix 10	Neighbourhood Profile Form	p33 - 43
Appendix 11	NAG Agenda	p44
Appendix 12	NAG Constitution	p45 - 48
Appendix 13	Safer Neighbourhoods Logos	p49
Appendix 14	Safer Neighbourhoods Default Logo	p50
Appendix 15	Public Meeting Flyer	p51
Appendix 16	Public Meeting Attendance Leaflet	p52
Appendix 17	Acronyms	p53

Safer Neighbourhoods

In Milton Keynes an agreement has been made through the Community Safety Partnership to amalgamate the existing Parish led multi-agency group, Local Management of Community Safety, with the new central government initiative, Neighbourhood Policing. This initiative will be known as 'Safer Neighbourhoods'.

Representatives from local parishes, the police, Milton Keynes Council and members of the Safer Neighbourhoods group will work together to identify key individuals who are from the agencies working in the neighbourhood, and local people, to form a Neighbourhood Action Group (NAG).

'Go Live' Preconditions

Once a Neighbourhood has been identified there is a set of preconditions that must be met before that Neighbourhood can be considered ready to "go live".

These three preconditions are:

- **Dedicated Resources**
- **Intelligence led targeting of the issues that matter most to the Public**
- **Joint action by police partner agencies and the public**

The above conditions are already in place, information is currently being prepared (Jan. 07) as Demographic Social Trends Analyses (DSTA's) for the individual sectors, by the Senior Performance Manager of Thames Valley Police.

Demographic and Social Trends Analysis for LPA

A Demographic and Social Trends Analysis is a brief background on an LPA which includes within it a neighbourhood breakdown. It will provide a general overview of the LPA including anything that is of historical interest and highlighting significant areas for example; housing estates, industrial areas and large shopping areas. This document uses information and data collected from Police, Partners and other sources and brings it in line with NIM.

The document has the following uses:

- Assisting with classification of Neighbourhoods (Priority, Enhanced, Capable)
- A document which gives significant statistics on a Neighbourhood
- For future reference in judging what effect Neighbourhood Policing has had
- Comparisons with other Neighbourhoods and the Local Police Area
- Informing the Neighbourhood Action Group at the inaugural meeting

All that needs to be confirmed for each neighbourhood to be considered 'live' are officers names, partners etc which can be recorded on the form attached as

Appendix 1.

The process to confirm these details is as follows :

- Sector Inspector to supply details to Neighbourhood Policing Implementation Manager (TVP) and Safer Neighbourhoods Project Manager (MK Community Safety Partnership)
- Neighbourhood Policing Implementation Manager (TVP) to confirm and forward to Thames Valley Police Neighbourhood Policing Area Manager (HQ)
- Details to be placed on shared drive by Neighbourhood Policing Implementation Manager (TVP)

Implementing Safer Neighbourhoods

- Confirm 'Live' conditions
- Engage parish council(s)/ Ward Councillor(s)
 - Inform communications lead
 - Identify KIN
 - Carry out EVA
 - Commence consultation
 - Arrange public meetings
- Invite key partners to public meetings
- Identify potential NAG members
 - Hold pre-NAG meeting

- Hold public meetings
- Confirm priority issues
- Hold NAG meeting
- Maintain process

Seven Stage Model

Introduction

This seven stage model will assist the Neighbourhood Inspector to set up a neighbourhood and all it encompasses. The seven stage model should then be used to guide and structure activity on a rolling basis for subsequent consultation and problem-solving.

Reassurance Policing in Seven Steps

- Research
- Engage
- Public Preferences
- Investigation & Analysis
- Communication
- Plan & Action
- Review

Stage One – Research

Prior to any public engagement it is necessary to find out what we already know about a particular neighbourhood and this would be the Demographic Social Trends Analysis. A DSTA is a brief background on a Neighbourhood using information and data collected from police, partners and other sources. You will also need to utilise your own existing data about your individual areas.

Key Individual Network (KIN)

A KIN is not a long list of contacts but is formed from local community members and should contain people who directly experience the problems, those that are likely to hear about the problems in face to face communication and key service providers. They do not need to be randomly selected or be representative of a particular group or community, although proper

consideration should be given not to exclude views. Furthermore they should reflect the demographics of the community.

The members need to be strategically located either in terms of geography or by the nature of their occupation. They should have some local knowledge and experience of the locality and problems, ideally having lived or worked in the area for at least a year. They must be easily contactable and likely to remain in situ for at least 12 months and should number between six and twelve. Local officers, ward & parish councillors and service delivers are best placed to identify members for a KIN and examples are shown below, although it should be noted that the group should be selected according to each neighbourhood.

- Shop keeper, caretaker, taxi driver, publican, street cleaner, young parent, residents who have taken 'defensive measures' on their property, teenager.....

The KIN can be used to gain public opinion and identify potential tensions within the community that may impact on local policing. The KIN can also be used to feedback information to the local community. A good example of their use could be to assist in dealing with a critical incident.

See Contacts Form, **Appendix 2**, for example of wider agencies to draw the KIN from.

Environmental Visual Audits

The aim of the environmental visual audit is to identify and quantify observable signs of physical and social disorder, in order for police and partner agencies to make informed decisions on appropriate responses.

Visual signs of social and physical disorder in public spaces affect powerfully the views we form about areas and the communities that inhabit them. By **social disorder**, we refer to behaviour usually involving strangers and considered threatening, such as, open solicitation for prostitution, public drunkenness, and groups hanging around. By **physical disorder**, we refer to the deterioration of the local environment (both rural and urban), for example graffiti on buildings, abandoned cars, broken windows, and litter / rubbish lying around.

Overview

For both for scientific and practical reasons, audit areas should not be too large and confined to certain areas or streets. It is recommended that the six most needy areas of the neighbourhood are identified in respect of some of the following:

- **Physical Disorder** (graffiti, rubbish, abandoned items, broken lighting, windows, buildings and telephone boxes)

- **Social Disorder** (sleeping rough, itinerant groups, groups loitering, noise pollution, poor maintenance, public sex environments, prostitution and related advertisements),
- **Drug and Substance Abuse** (i.e. traffic stream into residential property, discarded paraphernalia, street transactions or transactions near schools)
- **Traffic and Parking Issues** (i.e. vehicles illegally parked or causing obstruction, driving 'displays', reckless driving). Please note down the precise locations and take digital photographs if possible. The areas need not come under all four themes but are intended to highlight some issues you may consider significant to your neighbourhood.

There are 3 classification areas for audits:

- Residential
- Commercial
- Rural

Audits must be undertaken at least once every 3 months in each neighbourhood. Furthermore it is recommended that the audits are conducted at different times of the day: Morning, Afternoon, Evening or Night in order to link in with the issues identified.

Guidelines

- Ideally conduct audit in pairs
- Pair should consist of one police officer/PCSO and one partner from key agency i.e. local councillor
- Aim for consistency in persons complete ongoing audits where feasible

Audit Form Appendix 3

The audit form consists of two reporting columns:

- **Total**
- **Comments**

The **Total** column is to be completed *during* the audit with the auditor keeping a running tally of the actual occurrence of the various indicators. At the end of the audit, the auditor is required to record the total occurrence of the various indicators in the **Total** column and add any notes in the **Comments** column.

The auditors should aim to cover the streets, public areas (e.g. parks, playgrounds, open spaces, etc) and the frontage of commercial properties. The only areas to be avoided are those classified as "private property", and those where auditors perceive their own personal safety to be at risk.

Auditors are required to participate in a debriefing session as soon as practically possible following the completion of the audit forms. Participants in the debriefing session should include:

- The Neighbourhood Officer/PCSO
- A supervisor empowered to initiate partnership interventions (Inspector or Sergeant)
- A representative from appropriate partner agencies
- The local Neighbourhood Watch coordinator (if there is one)
- The community warden (if there is one)
- Other individuals identifiable as key community members in the audit area

Participants review the audit forms during the debriefing and at its close they complete the debriefing form **Appendix 4**. The purpose of this form is to record an agreed action plan on the basis of the audit.

The details on the completed audit form must be transferred onto the main excel spread sheet for either the Residential or Commercial sheet. See **Appendix 5** for a brief example. The reason for keeping a master record is that it can be used to monitor over time the progress being made on the indicators. A formula has been entered onto the excel spread sheet which will automatically calculate a running tally. It will therefore be necessary to provide you with an electronic version. In order to obtain the master excel spread sheet for your use please contact one of the HQ Neighbourhood Policing Project Team members.

Photographs

Auditors will take photographs of specific indicators (e.g. incidents of racist graffiti) or hotspots where there is a high density of crime and disorder indicators, recording the actual location. Such photographic evidence will assist the follow-up audits in identifying any change in the areas under review. It is recommended that a digital camera is used and that the photographs are catalogued for ease of reference.

Stage Two - Engagement

Engaging with partners;

No sole agency can resolve all the issues within the community and therefore we have to call upon our partners to assist. In Milton Keynes the Safer Neighbourhoods initiative resulted from the merger of the parish led Local Management of Community Safety with Neighbourhood Policing. There are multiple initiatives/schemes already in existence throughout the neighbourhoods, we need to ensure that we engage fully with these groups to work together collectively and avoid duplication.

How to Engage with our Partners

First point of contact should be via ward and parish councillors and also utilise existing links through JATAC and the Community Safety Partnership.

Other organisations/businesses that you should consider are outlined in the setting up of a Neighbourhood Action Group. This will give you a strong

steer in cultivating the right contacts. Once the decision is made in relation to a neighbourhood and the Neighbourhood Action Group has been set up experience has proved that agencies and other organisations are more than willing to participate, especially in community issues as all will have some form of common interest and purpose.

Remember the role of the Safer Neighbourhoods Project Manager is to facilitate the process of engagement with partner agencies.

Stage Three - Public Preferences

Stage one (research) identifies the police view of local problems. Public meetings are important at this stage so that local people have an opportunity to voice their concerns about issues. In addition to public meetings there are other forms of engagement with the community ;

- Existing groups and local fora
- Local business'
- Face to face/on the street
- Existing consultation collated by other agencies
- Meetings with young people (see below)
- PCSO's could carry consultation forms 'on the beat'

Youth engagement

It is worth considering consulting with young people separately as it is unlikely they will attend an open public meeting. Consider using existing youth clubs, youth outreach workers or local schools.

See Consultation Form **Appendix 6** and Cover letter **Appendix 7**.

Community Meetings

Planning a Community Meeting

In order to have a successful meeting a great deal of preparation will need to be under taken. You will need some key individuals from the local community which you know will give honest and constructive feedback. Also you will require the attendance of some key partners.

By building a network of community members and partners will enable you to monitor your progress of neighbourhood policing. Furthermore you can encourage them to attend your meetings.

Those community members and partners will form the basis of your Neighbourhood Action Group (NAG) and it is advisable to hold an introductory meeting (Pre- NAG meeting) prior to the public meeting and first formal NAG meeting.

Obtaining Public Preferences

One way of obtaining public preferences is through community meetings. Under Neighbourhood Policing, the community meetings are different as we enter with a “**blank piece of paper**”, and let the community decide their top 3 priorities. Therefore the meeting has to be given careful consideration and as stated above a great deal of organisation needs to be put in prior to the event see **Appendix 8** Meeting Check List and **Appendix 9** Attendance Sheet.

To enable everyone at the meeting to agree an input, the following method can be used:

- Explain to the meeting that you want feedback from them on the issues that they have concern over in their community, and we will then allow the group to prioritise. Obtain agreement that all will abide by the results.
- Record their issues on a flip-chart. Depending on the numbers attending the meeting it may be necessary to have one flip chart for each issue identified. As each issue is raised list them vertically on a flip chart at the front, whilst at the back of the room others transfer each issue onto a separate flip chart until all issues have been raised.
- Use members of your team to write the concerns on the flip charts.
- When everyone has given an input, explain that we cannot resolve all of these at once, and so we will need to select the top 3.
- Handout 3 sticky post it notes in red, amber and green to each member of the meeting, and ask them to chose their top 3 priorities by placing one post it next to each of those issues, red for their top priority, amber for the second and green third. These then translate to 3, 2 and 1 point respectively.
- The items with the most points are agreed as the first 3 priorities to work on.

You may want to consider bringing along a large scale map of the area and allowing the residents to identify the locations of those concerns.

Note: Key issues that may only be identified by a minority may still need investigating e.g. Racist graffiti and disabled access.

Stage Four - Investigation & analysis

Once you have the public preferences you need to carry out some investigation to try to identify the following things:

- Causal factors (root causes) of problems
- Key stakeholders, that is those people who may have influence in helping to solve any particular problem, they will include:
 - Buildings and land owners for the locations under discussion
 - Vulnerable groups
 - Potential offenders
- Characteristics of problem locations

Check on the DSTA for the neighbourhood to see if there are any comparisons in the public preferences.

Are they real problems or just perceptions?

Neighbourhood Action Groups

The following partners and other interested parties should be considered to sit on each group:

- Local Authority Representative
- Youth Service
- Housing Manager (RSLs)
- Environmental Officer
- Town/Parish Councillor
- Councillor – Local Authority
- Head Teacher
- Business Community
- Licensee
- Faith groups
- Neighbourhood Watch Co-ordinator
- Police (Neighbourhood Inspector, Sergeant, Constable, PCSO)
- Community members (minimum of three) - these residents can be found during the community engagement process and should be persons known and respected by the local community
- Minimum of two youths aged 13 - 19 yrs
- Consideration needs to be given to invite a specialist agency in relation to a specific problem. For example Environment Agency for Fly Tipping.

With each neighbourhood having a NAG it is clearly evident that the local authority/ district council community safety officer would not be able to sit on all NAGs. Therefore it is suggested that the local authority/parish/town council nominate sufficient representatives to cover all NAGs.

While it is appreciated that the representatives may not have a community safety background they are still the 'face' of the local authority/parish/town council. They will be able to feed back to the appropriate department within the council any actions emanating from the NAG.

Setting up a Neighbourhood Action Group – PRE – NAG MEETING

The Neighbourhood Inspector and Safer Neighbourhood Team in conjunction with the local councillors, should identify the names of the partners and other interested parties and invite them all to a meeting. It would be appropriate to hold the meeting in comfortable surroundings and refreshments should be made available.

The Inspector alongside the Safer Neighbourhoods Project Manager should chair the meeting and it is considered advisable that minutes be taken. The reason for taking minutes of the meeting reinforces to those agencies present the importance and commitment that the partnership are placing on Safer Neighbourhoods. Furthermore, that any actions which come out from the meeting are not lost.

- Introduce all present
- Give overview of Safer Neighbourhoods
- Q&A
- Problem solving process
- Introduce forms (**Appendix 10**)
- Engage initial response

It cannot be over emphasised that a problem solving approach is essential. Experience has shown that adopting such an approach ensures that all responses to a problem will be highlighted.

Neighbourhood Action Groups will only succeed if they are seen to be successful by the local people. This means they must achieve what the community wants them to achieve.

Powerpoint Presentation

A powerpoint presentation on the problem solving process is available for use at the pre-NAG meeting and a Problem Solving Pack available as handouts.

Format of the First NAG Meeting

- **Introduction by Inspector**

- **Results of consultation**
- **Introduce terms of reference**
- **Elect officers**
- **Problem solving process**

The NAG meets wholly to discuss and deal with the community priorities with no other business on the agenda. An example NAG Agenda is at **Appendix 11**.

Terms of Reference

During the NAG meetings it is natural that certain issues may be raised whereby individuals within the community will be named. Whilst some of the agencies on the NAG will be signed up to the data sharing protocols others are not and as a consequence there must be some degree of confidentiality. It is therefore incumbent on all members of the NAG not to disclose to any other person the details of any individuals discussed during the meetings.

Therefore it is appropriate that a NAG should have some form of terms of reference. The members of the NAG should agree to abide by the terms of reference and sign to this effect. The Constitution (Incorporating Terms of Reference) can be found at **Appendix 12**.

Conclusion

Neighbourhood Action Groups are not simply talking shops or consultative groups that are given an opportunity to complain about a perceived lack of service in a given area. Nor should they be seen as an opportunity for agencies including the police to front load with statistics or self motivated priorities. NAG should be a partnership with all agencies, the local authority (in particular the local Councillor) and the community. Only by joint understanding and true partnership activity can a neighbourhood improve its environment. Every member of the NAG should leave each meeting with a role to play in building the success of the priorities adopted and an understanding of which of these priorities are most important and why.

Success with the NAG will build closer links with partnership agencies and the community, provide focus to work activity and provide an opportunity for the first time for local people to have a true influence as to the fabric of their respective neighbourhoods as they themselves define them.

Stage Five – Communication

It is vital to keep the community informed at all stages of the process.....

Thames Valley Police Communications Manager is communications lead for Safer Neighbourhoods throughout the set up process, however it is agreed that the Safer Neighbourhoods Project Manager should be the conduit for

feeding that information. Once NAG's are in place, the Communications Officer for the Community Safety Partnership will lead on communications.

Publicity leaflets are available through TVP Communications Manager in the form of flyers and posters, **Appendix 13**, it has been agreed that at local level the Safer Neighbourhoods logo will be adopted on all publicity, **Appendix 14 & 15**.

In some cases public meetings will not be the most effective way of reaching different sections of the community, and communications staff can offer advice and practical help about the different communications tools/formats available to reach these groups, for example young people, elderly people, people in ethnic minority communities.

Communications staff can also assist with internal communications, keeping colleagues across the Local Policing Area, BCU and Force up to speed with what is happening in different neighbourhoods, helping to share what works and just as importantly, what doesn't.

Checklist for Identifying Communication Channels

This list is not exhaustive and is very simple, but should be a useful starting point if you are not familiar with the area. There are bound to be other methods so use this as a starting point. It is much better to use existing methods than trying to create new channels, but sometimes a new channel might be the only option. Don't forget your BCU Communications Teams are on hand for advice and guidance.

Information Updates

You may be able to use some of the outlets discussed below to either insert items in to the actual publication itself, or "piggy back" posters, flyers and other handouts via the distribution method, for instance parish magazines are usually distributed on a per household basis by volunteers.

Is there a parish newsletter(s) or other community based newssheet, if so what are the details? (i.e. how regularly produced, by whom, how distributed and deadline dates)
Does the local Housing Association produce a tenants' newsletter, if so what are the details (see above)?
When does the district/unitary/county authority publish the newsletter for residents and what are the details (see above)?

Is there a community web site, if so what are the details (see above)?
What is/are the local newspaper(s)/radio stations/TV news?
How much news about the neighbourhood appears in the above media on a regular basis?
Don't forget to use Thames Valley Police's website to include updates as well – refer to your BCU Communications Team for information.

These are areas where it might be useful to stick up posters or distribute flyers, or simply talk to people about up-and-coming meetings, progress on priorities and so on. Again this list is only a suggestion and a starting point. Again all of this should be discussed with the parish and MKC councillors/officers and the Safer Neighbourhoods Project Manager.

Posters/Flyers/Word of Mouth

<p>What are the areas of high footfall in the neighbourhood?</p> <p>For instance:</p> <ul style="list-style-type: none"> • Where does the school bus pick up/drop off? • If there is a school in your patch, what time does the school day start/finish? • Bus stops • Paper/Tobacconist shop • Post Office (remember even where a village doesn't have a post office, there may be a regular afternoon or morning where a "mobile" post office is based at a community centre or village hall). • Library/mobile library • Regular community event nights eg bingo, line dancing, WI, sports events, youth club etc. <p>Certain spots will be more popular with certain groups, eg young, old, male, female, families, singles etc.</p>

<p>What public buildings are in the neighbourhood and how well used are they? For example; libraries, community centres, village halls, leisure centres</p>
<p>Is there a Neighbourhood Watch network in the neighbourhood? Ringmaster can be used to circulate messages other than just crime messages, there may also be a Watch newsletter you can use, and Neighbourhood Watch members are an invaluable way of using word of mouth and helping with distribution etc as well as knowing the neighbourhood, key people and key sites.</p>

Stage Six – Plan & Action

It is at this stage you will need to produce some form of action plan as not all of the community's priorities will have an obvious and simple solution. It is at this stage that the Neighbourhood Action Group, which involves the partners and the community, would now deal with the priorities. The NAG would adopt a problem solving technique for each priority.

- Description of the Problem – (This should be specific and describe the justification for targeting the problem. Where there are different elements to the problem these should be listed/numbered as each may require a different response).
- Source – Evidence of the Problem – (A list of sources which may include crime statistics, command and control incidents, data from partners, complaints from residents or intelligence).
- Underlying Causes of the Problem – (Consider the features of the incident's location, the features of the caller/victim, the features of the offender or of the source of the incident).

- Characteristics of the Problem – (Describe those characteristics of the problem which may be relevant to the nature or particulars of the response – what, where, when, who, why, how. Also consider the strengths and weaknesses of problem – opportunities for targeting)
- Previous Responses – (What responses have been adopted before in relation to this problem?)

It is the responsibility of the NAG to collectively compile the information for the Neighbourhood Profile both at its inception and to ensure it is continually updated.

Stage Seven – Review

Stage 7 states: “Once plans have been put into action there is a need to review what impact they have had against the intended outcome.” This is usually done at each NAG meeting when the priorities and further actions are discussed.

When a priority has been successfully dealt with then another priority identified by the community would replace it so that there are usually three to four priorities running at any one time. It is fair to state that some of the priorities will be ongoing due to their very nature, for example anti social behaviour.

The community needs to be kept informed of the outcomes and this is usually dealt with by the media/press and other methods of communication.

Shared Drive

All generic forms, publicity leaflets, implementation manual etc, are available on the shared drive at TVP. To map a drive in order to access the relevant files, follow the steps below:

My Computer
 Tools
 Map network drive
 Browse
 TV
 Click on +
 Fhqflpr002
 Click on +
 KIDCDATA
 Click on +
 Highlight NHP
 OK
 Finish

You can now drag the icon onto your desk top for future use.

Once in this shared drive click on Neighbourhood Policing to access all the TVP files relating to NP. There is a Milton Keynes Folder for all our documents.

Appendix 1

BCU:

LPA:

Neighbourhood:

Classification:

Dedicated Resources:

Inspector	-
PS	-
PC's	-
PCSO's	-
Special Constables	-
Community Wardens	-
Volunteers	-

NB: Reference Database must be informed of the neighbourhood(s) and team members. (Template can be found on Neighbourhood Policing website under Templates – 'Reference Database Template')

Are members of the CDRP still committed to Neighbourhood Policing if so how?

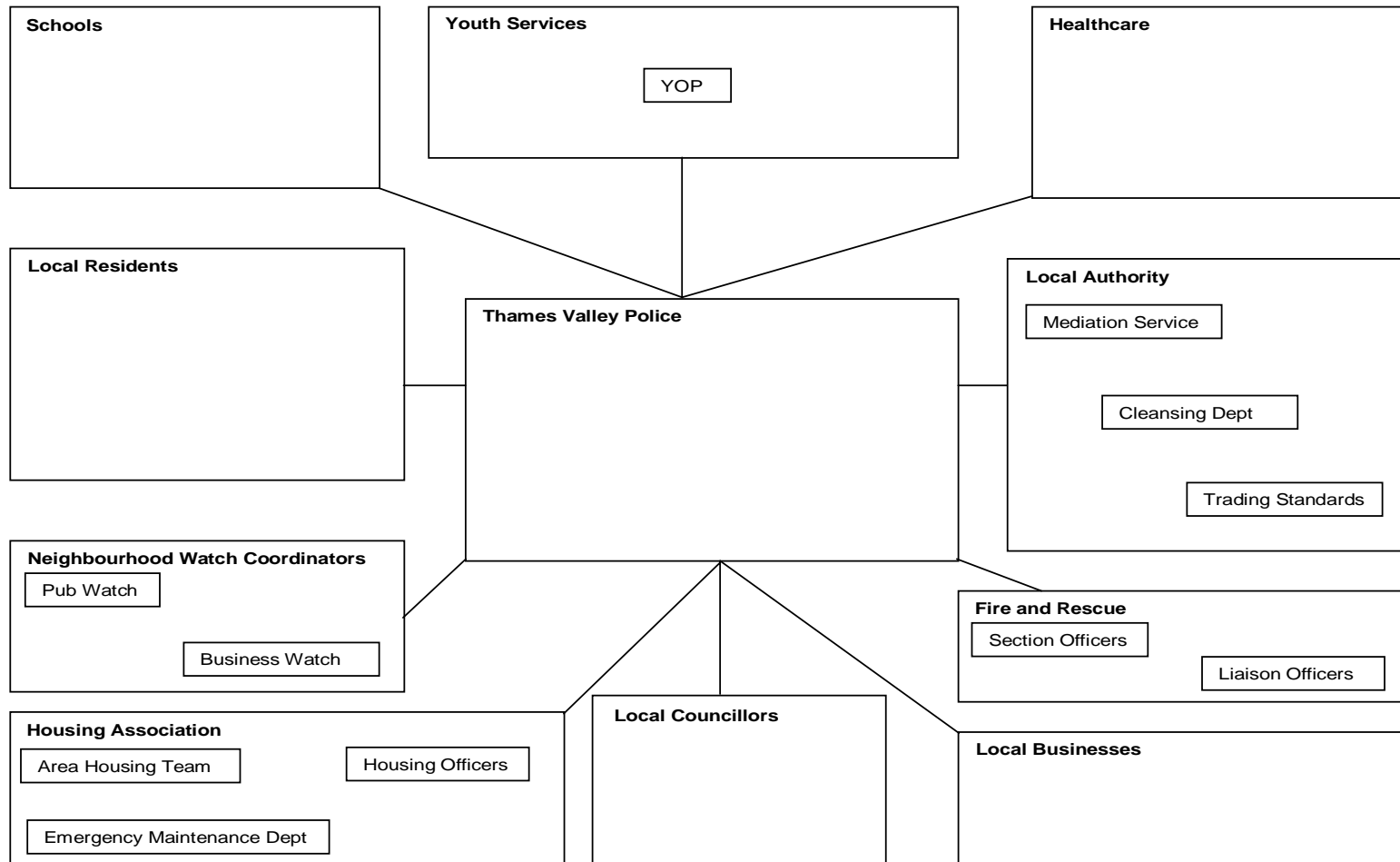
Are any partner(s) providing additional resources for example community wardens?

Do any of the partner(s) share facilities with the Neighbourhood Team?

With regard to PCSO's are any fully or part funded by the partners? If so please give details :

Neighbourhood Action Group – Will the above neighbourhood be covered by just 1 NAG? If not please list the other neighbourhoods it will cover.

Good practice – Is there any good practice that you consider is worth sharing?



Environmental Visual Audit Form

Appendix 3

Local Police area:					
Neighbourhood:					
Village/Town:					
Auditor:					
Auditor:					
Date:		Time:		Weather:	

Land Use:	Residential		Commercial		Rural	
------------------	--------------------	--	-------------------	--	--------------	--

Note of any special circumstances (i.e. severe weather conditions, school holidays, refuse collection day, local event / activity):

--

Social Disorder	Total <i>(Calculate after Audit)</i>	Comment
Presence of homeless people / illegal incursions		

Blankets / clothing left in public spaces			
People begging			
Groups of: Hanging around	Youths		
	Adults		
	Mixed		
Problem / noisy neighbours			
Stray / unleashed dogs			
Signs of outdoor sexual activity / public sexual environments / public urination			
Public prostitution			
Other local problems	Specify:		

Physical Disorder		Total <i>(Calculate after Audit)</i>	Comment
Poor street lighting			
	Tag		
	Racist		

Graffiti	Painted over graffiti		
	Other / Cannot classify		
Litter / rubbish lying around			
Vandalised telephones / telephone boxes			
Vandalised buildings			
Damage to property			
Damaged bus shelters			
Dog dirt			
Damaged / abandoned / burnt out vehicles			
Other local problems	Specify:		

Drugs and Substance Abuse Problems	Total <i>(Calculate after Audit)</i>	Comment
Drug houses / premises		
Public sales of drugs		

Use of drugs substances in public			
Physical signs of drug / substance use			
Other local problems	Specify:		

Traffic and Parking Issues		Total <i>(Calculate after Audit)</i>	Comment
Broken traffic lights			
Broken / missing street signs			
Parking on pavements			
Speeding / reckless driving / running red lights			
Other local problems	Specify:		

Debriefing Form

Auditor(s):	
Date of Audit:	

Problem:	
Short description of problem identified:	
Location of problem:	

Date and time problem was apparent:	Date:		Time:	
Whether other sources (than the Audit) reported problem:				
Names / details of those thought to be involved with the problem (if available):				
Offenders:		Victims:		

Action:
Statement of suggested action / intervention:

--

Assessment of what can be realistically achieved by action / intervention:

--

Agency involvement for action / intervention (tick all applicable and name agency where appropriate):

Police:		Partner agency:		Community:		Other:	
Action				Name of Individual Responsible			
Police							
Partner							

Community		
Other		

Evaluation of Intervention:

(please tick)

The effect of the intervention?

Eliminate the problem	
Reduce the problem	
Displaced the problem	
Had no effect on the problem	

How have you reached this assessment?

Observations through follow-up audits	
Changes in calls for police	
Crime Analysis	
Feedback from the community	
Other (please state)	

How likely do you think it is that this intervention will be effective elsewhere?

Very likely	
Likely	
Not Sure	
Unlikely	
Very unlikely	

Appendix 5

Neighbourhood					
LPA					
Land Use:	Residential				
	1st EVA	2nd EVA	3rd EVA	4th EVA	
Date ("DD/MM/YY"):					
Time ("HH:MM"):					
Weather:					
Auditor (Initials):					
	1st EVA	2nd EVA	3rd EVA	4th EVA	Total
Social Disorder					
Presence of Homeless people / travellers					
Blankets / clothing left in public spaces					
People begging					
Groups of: hanging around	Youths				
	Adults				
	Mixed				
Problem / noisy neighbours					
Stray / unleashed dogs					

..... – Safer Neighbourhoods

In Milton Keynes an agreement has been made through the Community Safety Partnership to amalgamate the existing Parish led multi-agency group, Local Management of Community Safety, with the new Central Government initiative Neighbourhood Policing, aimed at tackling local problems and reducing fear of crime. This initiative will be known as ‘Safer Neighbourhoods’.

Representatives from local parishes, Milton Keynes Council, the police and members of the Safer Neighbourhoods group will work together to identify key individuals who are representatives of the agencies working in the neighbourhood and local people, to form a Neighbourhood Action Group (NAG).

The NAG will then meet regularly to ensure that local issues are identified and a partnership approach is developed to tackle the problems.

..... will now be treated as one of these neighbourhoods.

In order to identify the local issues that are important to you, the residents of, we would invite you to complete the questionnaire overleaf and return it to the address overleaf. It is essentially anonymous, but we would ask that you include the road where you live. These survey forms, together with those completed by other user groups within the area will give us an overview of what matters to you and allow the NAG to formulate plans to address the issues raised.

Thank you

Thames Valley Police
& Partners

Appendix 8

Meeting Check Sheet

- Book venue (ensure venue is appropriate in terms of location)
- Is venue large enough for numbers expected to attend
- Have you checked to ensure that the date does not clash with other meetings or other forms of entertainment or sporting coverage which could impact on attendance
- Decide on the length of your meeting – is it a drop in between certain times throughout the day? Or a set time for example from 7pm to 9pm
- Is there ample car parking at the venue
- Book refreshments
- Advertise meeting (local press, posters, local parish magazines etc)
- Laptop and projector (power point presentation)
- Television (video presentation)
- Electric extension cable
- Flip charts plus holders
- Marker Pens
- Coloured post its or dots
- Consider room layout – seating
- Display of Safer Neighbourhoods posters and EVA photographs of the local area
- Consider name badgers for invited guests (you know who people are and also those that did not attend)
- Invite speakers on subject matter
- Sufficient members of staff to assist with the meeting and refreshments

SAFER NEIGHBOURHOODS
Public Meeting
Attendance Sheet

Name	Organisation/Address	Tel./ e-mail



Working in Partnership for our Communities

Neighbourhood Priority Profile

Neighbourhood:	
Description of Problem:	
Owner:	

		Not Resolved / Revisited		
		Date Completed	Date Completed	Date Completed
Scanning	What Problem Has Been Identified?			
	Information Gathering Actions			
Analysis	Characteristics of the Problem			
	Underlying Causes			
	Previous Responses			
Response	Consider Options			
	Evaluate Options and Monitor Response			
Assessment	Assessment of Responses			

(See Note 1)

Notes for guidance on the completion of this profile can be found on the Neighbourhood Policing website

Not Protectively Marked

SCANNING

This stage represents the initial enquiries into the problem.

Description Of The Problem

SCANNING

What is the problem that has been identified and what evidence is there?
(See Notes 2 & 3)

Information Gathering Actions

SCANNING

Do you require any further information?
(See Note 4)

Action	Owner	Date Completed

ANALYSIS

Characteristics of the Problem

ANALYSIS

Describe: Who, What, Where, When, Why and How.
(See Note 5)

Who is involved? (offender & victim)

What is happening?

Where is happening?

When is it happening?

Why is it happening?

How is it happening?

Underlying Causes of the Problem	ANALYSIS
<p>Use the Problem Analysis Triangle – which considers the features of the victim, offender and location. (See Note 6)</p>	
<p><u>Victim</u></p> <p><u>Offender</u></p> <p><u>Location</u></p>	

Not Protectively Marked

Previous Responses	ANALYSIS
<p>What responses have been adopted before? (See Note 7)</p>	

Not Protectively Marked

RESPONSE

This stage should only be reached once the analysis is complete.

RESPONSE		
List all possible options and whom you are targeting, and then choose the options for evaluation. (See Note 8)		
Options	Targeting (V, O, L)	Date Option Chosen

Not Protectively Marked

Evaluate the Option and Monitor Response	RESPONSE STAGE
Any suitable options need to be evaluated by going through the questions below. (See Note 8)	

OPTION 1
What is the specific problem being targeted:
What response is being suggested?
What is the objective of this?
How will success be measured?
What resources are needed?
What are the advantages / disadvantages of this option?
Who would own this response? (named individual)

Option Adopted: (See Note 9)	Yes / No
--	----------

ACTION SHEET					
No.	Action	Owner	Date	EPIC	RAG
1					
2					
3					
4					
5					
6					

Evaluate the Option and Monitor Response	RESPONSE STAGE
Any suitable options need to be evaluated by going through the questions below. (See Note 8)	

OPTION 2
What is the specific problem being targeted:
What response is being suggested?
What is the objective of this?
How will success be measured?
What resources are needed?
What are the advantages / disadvantages of this option?
Who would own this response? (named individual)

Option Adopted: (See Note 9)	Yes / No
--	----------

ACTION SHEET					
No.	Action	Owner	Date	EPIC	RAG
1					
2					
3					
4					
5					
6					

Evaluate the Option and Monitor Response

RESPONSE STAGE

Any suitable options need to be evaluated by going through the questions below.
(See Note 8)

OPTION 3

What is the specific problem being targeted:

What response is being suggested?

What is the objective of this?

How will success be measured?

What resources are needed?

What are the advantages / disadvantages of this option?

Who would own this response? (named individual)

Option Adopted:
(See Note 9)

Yes / No

ACTION SHEET

No.	Action	Owner	Date	EPIC	RAG
1					
2					
3					
4					
5					
6					

Evaluate the Option and Monitor Response

RESPONSE STAGE

Any suitable options need to be evaluated by going through the questions below.
(See Note 8)

OPTION 4

What is the specific problem being targeted:

What response is being suggested?

What is the objective of this?

How will success be measured?

What resources are needed?

What are the advantages / disadvantages of this option?

Who would own this response? (named individual)

Option Adopted:
(See Note 9)

Yes / No

ACTION SHEET

No.	Action	Owner	Date	EPIC	RAG
1					
2					
3					
4					
5					
6					

ASSESSMENT

The assessment is a crucial part of the process and may be used for future profiles on this problem or other similar problems

Assessment of Responses	ASSESSMENT STAGE
When all responses are completed, the profile should be assessed below. (See Note 10)	
Does the problem still exist or has the problem reduced?	
Can this outcome be attributed directly to the overall response?	
Does the problem require further attention? Should the SARA process be repeated?	
Are there any future/additional considerations?	

Neighbourhood Action Group

Agenda

Sample

Attendance:

Name (Agency)

Apologies:

Name (Agency)

Minutes of Last Meeting

1. Minutes of last meeting (1st September 2004) read and agreed.

Matters Arising from Previous Minutes

2. Update on actions from previous meeting for each priority.

Priority 1 – (Anti-Social Behaviour)

Priority 2 – (Graffiti)

Priority 3 – (Speeding)

Update on Current Priorities

3. Update given by chair with inputs from relevant agencies for each priority and then actions agreed.

Priority 1 – (Anti-Social Behaviour)

Actions: List of actions agreed and owner

Priority 2 – (Graffiti)

Actions: List of actions agreed and owner

Priority 3 – (Speeding)

Actions: List of actions and owner

Any Other Business

- 4.

Date of Next Meeting

- 5.

Neighbourhood Action Group

CONSTITUTION (Incorporating Terms of Reference)

1. Purpose of Group

A Neighbourhood Action Group (NAG) is a multi agency problem solving group consisting of relevant partner agencies, key stake holders but most importantly members of the local community. Each partner agency, key stake holders and those members of the community on the NAG will bring different skills and knowledge to the group enabling a more cohesive plan of action which is in the interest of resolving the priorities identified by the community. They are all brought together to plan and action the main concerns identified by the local community. By focusing on those concerns this will improve community safety, reassurance and reduce crime and disorder.

2. Terms of Reference

- To work with the Safer Neighbourhoods Team and other agencies.
- Each member of the NAG should ensure that there is complete clarity of what is expected from them either as an individual or as a representative from the relevant agency and that demands are realistic.
- The NAG as a whole can apply pressure to agencies or individuals to take action as required and hold each other accountable.
- Assist in community engagement, through a number of means such as public meetings, surveys and workshops, thereby identifying community priorities.
- Assist in problem solving and decision making regarding partnership activity (including budget spends) when tackling identified community priorities and membership of stakeholder groups.
- Assist in environmental visual audits on the ward.
- Review community priorities throughout the year.
- Assist with crime prevention and community safety projects.
- Consider how community concerns may be addressed through the provision of information regarding work of partner agencies and voluntary groups.

- Ensure that the various agencies or individuals instigate their assigned actions promptly.
- During the NAG meetings it is natural that certain issues may be raised whereby individuals within the community will be named. Whilst some of the agencies on the NAG will be signed up to the data sharing protocols others are not and as a consequence there must be some degree of confidentiality. It is therefore incumbent on all members of the NAG not to disclose to any other person the details of any individuals discussed during the meetings.
- The NAG is based on outcome and action.
- It is not a talking shop nor is it a political platform.
- Minutes from the NAG meetings will be kept and all resulting actions will have an identified action leader.

3. Membership

The NAG should as far as is possible be representative of all neighbourhood communities and ethnic groups. The members of the group should elect a Chair annually.

The Group may comprise:

- Residents (to also include youth)
- Representatives from Local Authority
- Representative from Housing Associations (RSLs)
- Parish Councillors
- Councillors – Local Authority
- Teacher
- Business Community
- Licensee
- Neighbourhood Watch
- Safer Neighbourhoods Team
- Faith Groups

If any member fails to attend meetings for a full year, the Group may review their membership.

The Group may authorise, the attendance of any individual or representative of any agency or organisation at meetings when the agenda indicates that their attendance would assist in the conduct of business.

4. Review of Membership

The Group will review its membership annually to ensure that it maintains as wide a representation of the local community as possible.

The Group shall also have the discretion to terminate the membership of any person who does not subscribe to the Group's aims.

5. Meetings

The NAG should meet regularly every 4 – 6 weeks throughout the year to achieve its aims.

6. Nominations and Election of Chair

Nominations for all elections must be:

- In writing.
- Signed by a proposer and seconder, both of whom shall be members of the group.
- Signed by the candidate giving his/her consent to stand for election and serve the group.
- Received by the current Chair at least 14 days before the date appointed for the Annual General Meeting.

7. Community Cohesion and Promoting Equality

The Group is a voluntary, non-statutory body.

The Group must be ever mindful that it serves a very diverse set of communities and that it has a commitment to equal opportunities.

Group members will ensure that it is inclusive in its approach to tackling community concerns by:

- Promoting equality of opportunity for all community groups to be represented, regardless of race, ethnicity or religious beliefs.
- Promoting equality of opportunity for all individuals to be represented, regardless of age, race or disability.
- Not being a member of another group or organisation whose aims (explicit or otherwise) include the promotion of racial, sexual or religious discrimination.

The Group shall have the discretion to terminate the membership of any person who fails to comply with the conditions outlined above.

8. Group Commitment to Constitution

Group members will be expected to sign up to the Neighbourhood Constitution and failure to do so will be a bar to their membership of the Panel.

Signed:

Group Member Name:

Date:

Safer Neighbourhoods Logos Appendix50





Have Your Say

We want your help to find out how together we can make Campbell Park West (Oldbrook, Fishermead and Winterhill) a better place to live.

- Tell us what would really make a difference to how safe you feel in your neighbourhood
- Let us know which issues you want to tackle first
- Get involved and work with us to find the right solutions

Have your say by attending the following meetings:

Trinity Centre in Fishermead
Monday 15th January starting at 6pm

Or

Oldbrook Centre in Oldbrook
Monday 22nd January starting at 6pm



Thank you for attending today's public meeting

We hope you found the experience a useful one and it has given you some ideas as to how we can work together to solve any issues that may arise in the neighbourhood.

The next stage will be for the Neighbourhood Action Group (NAG) to hold a meeting and discuss the best way to tackle the priorities determined at today's meeting.

An action plan will be drawn up for residents and the Community Safety Partnership (CSP), its members and others to find the best solutions to the issues that have been raised.

Keep a look out in your locality, local press and community newsletter for details of the next meeting and updates on how the Safer Neighbourhoods project is progressing in your area.

This is a great opportunity for you to have your say in how we can work together to improve relations and create solutions within our community.

If you are interested in joining the NAG or if you have any ideas or issues you would like to share with us please don't hesitate to get in touch with your local neighbourhood officers via 0845 8 505 505, Campbell Park Parish Council on 608559 or the CSP on 252767.

Find out more at: www.thamesvalley.police.uk

Appendix 17

Acronyms

NIM	National Intelligence Model
LPA	Local Policing Area
KIN	Key Individual Network
EVA	Environmental Visual Audit
NAG	Neighbourhood Action Group
PCSO	Police Community Support Officer
RSL	Registered Social Landlord
JATAC	Joint Agency Tasking and Co-ordination