



**Hampshire**  
POLICE AUTHORITY  
for Hampshire & the Isle of Wight

# **Crime and Disorder Reduction Partnerships**

## **A Guide for Members**

<b>Document information</b>	
Document Status & Version	Published Version 1.0
Version Date	October 2009
Owner	Community Engagement Committee
Equality Impact Assessment	October 2009
Review	October 2012



## Foreword

We have written this guide to help Members to be active and effective in Crime and Disorder Reduction Partnerships (CDRPs). It reflects the growing importance of CDRPs arising from recent legislation. Hampshire Police Authority must fulfil its responsibilities as a statutory member of CDRPs, particularly within the context of neighbourhood management, the empowerment agenda and the desire by the Home Secretary to see police authorities more proactive within CDRPs.

The Authority is also keen to ensure that there is consistency between targets, and greater collaboration between partners to avoid duplication of effort, to maximise efficiencies and to share their respective skills and experience. Only by doing so can we all realistically ensure that Hampshire and Isle of Wight will be even safer places in which to live, work and visit.

The role of the Police Authority Member on CDRPs is not an easy one, and it is crucial that we all have a shared understanding of why we are there (beyond the statutory reason), what our role ought to be, and what we can contribute and achieve.

This guide is a starting point and will be developed in the light of new legislation and best practice observed elsewhere. I hope you find the time to consider the action points, and that the Guide helps you to carry out your role effectively.

**Ray Palmer**

Chair of Community Engagement Committee



<b>CONTENTS</b>	<b>PAGE</b>
<b>What is a CDRP?</b>	1
<b>How does it work?</b>	3
Strategic Assessment	3
The Partnership Plan	4
Hallmarks of Effective Practice	4
Overview and Scrutiny	5
The 'Prevent' strategy	6
Other recent changes	6
<b>What is your role?</b>	7
Expectations	8
Contributions	8
Respective priorities	9
Community engagement	10
Safety for the whole community	11
Representing more than one organisation	11
<b>Action Checklist</b>	13
<b>Appendices</b>	15
Appendix A – Joint Protocol	15
Appendix B – Hallmarks of Effective Practice	16
Appendix C – Overview and Scrutiny	22
Appendix D – The PREVENT Strategy	26
Appendix E – The Authority's PREVENT policy	29
Appendix F – Meeting Feedback Form	31
Appendix G – The Members' Code of Conduct	33



# What is a CDRP?

**This Section tells you what a CDRP is, the statutory framework, how CDRPs are structured, and who sits around the table**

The Crime and Disorder Act 1998 (as amended by the Police Reform Act 2002 and the Police and Justice Act 2006) established Crime and Disorder Reduction Partnerships (CDRPs) between the Police, Police Authorities, Local Authorities, Fire and Rescue Authorities, and Primary Care Trusts<sup>1</sup>. The purpose of the partnership is to ensure that all of the appropriate agencies work collectively to tackle local crime, disorder, community safety concerns, and substance misuse. The partnership arrangement acknowledges that no one organisation can achieve this alone.

A CDRP<sup>2</sup> performs its duties by assessing the type and level of crime in its area, by consulting with the public on their views and by developing a strategy and action plan to combat the problems identified. CDRPs must balance the views and priorities of the public with other crime (e.g. serious organised crime) of which the public may not be as aware.

Each year at its Annual General Meeting, the Authority appoints its representatives to the fourteen CDRPs across the two counties. The CDRPs mirror the boundaries of the eleven district local authorities and the three unitary authorities (Portsmouth, Southampton and the Isle of Wight).

In addition, there is a County Strategy Group, which is a county-wide CDRP which covers the two-tier area of Hampshire County Council, on which the Chair of the Police Authority sits. Unless you are the Chair of a CDRP you will not sit on this group, however, you do need to be aware of it because it will impact on, and

---

<sup>1</sup> The new Crime and Policing Bill is expected to expand the responsible authorities list to include Probation.

<sup>2</sup> Some CDRPs have different titles, such as Community Safety Partnership.

have contacts with, your own CDRP on issues such as commissioning projects, resources and targets.

If your CDRP has a strategic group it is preferable that you should sit on this. Most CDRPs have lower-level groups that deal with specific performance and tasking business. A lot of detail will be discussed at these meetings, and membership of them would not be a good use of your time or your expertise.

You should read the Terms of Reference of the CDRP, or its Constitution if it has one, and provide a copy to the Police Authority office. If the CDRP does not have such a document you should encourage it to develop one.

A representative of the constabulary will also sit on CDRPs. Given the role of the Authority to hold the Constabulary's budget, scrutinise performance and have strategic ownership of priorities (via the Policing Plan), it is crucial that an effective relationship exists and that mechanisms for the Authority and Constabulary to communicate on matters relating to the CDRP are in place. A model protocol to help guide Members through this relationship can be found at Appendix A. Once agreed, you should sign this and return a copy to the office.

# How does it work?

**This Section tells you how CDRPs operate, about some of their important products, and about how their effectiveness is measured**

A CDRP's work involves a range of activities and duties. The information contained within the following section should help you to understand what is achieved, although the methodologies may differ greatly across the two counties.

## **Strategic Assessment**

The Strategic Assessment provides a comprehensive analysis of crime, disorder, drug and alcohol misuse, and community priorities (identified through community engagement activities). Through incorporation of a wide variety of data and analyses, the strategic partnership will be able to set robust priorities and objectives which are SMART<sup>3</sup>. The Strategic Assessment will form the basis of the Partnership Plan.

In brief, the CDRP Strategic Assessment process is likely to involve:

- An analysis of the levels and patterns of crime and disorder and substance misuse in the area.
- An analysis of the changes in those levels and patterns since the previous assessment.
- An analysis of why the patterns have changed.
- The matters that the responsible authorities should prioritise in their work.
- The matters which people living or working in the area consider should be prioritised to combat crime and disorder and substance misuse.
- An assessment of the extent to which the previous Partnership Plan had been implemented.

---

<sup>3</sup> SMART targets are set to be: Specific, Measurable, Achievable, Realistic and Time-bound

- The matters which (in Hampshire) need to be brought to the attention of the County Strategic Group.

### **The Partnership Plan**

The Partnership Plan should set out:

- Partnership priorities.
- Action to be taken to address the priorities.
- A process for partnership development (to ensure a continued robust analytical and problem-solving approach).
- The partnership performance management framework.
- How the partnership will respond to changes in a timely manner.

### **Hallmarks of Effective Practice**

The Home Office has set out six 'hallmarks', which are the characteristics expected in a fully-effective CDRP. They are:

- Empowered and effective leadership.
- Intelligence-led business processes.
- Effective and responsive delivery structures.
- Community engagement.
- Visible and constructive accountability.
- Appropriate skills and knowledge.

At Appendix B you will find a checklist that you can use to conduct a partnership 'health check'; it is also a useful checklist for ensuring that proper processes are in place. Additionally, it could act as an *aide memoire* for ensuring that appropriate consideration has been given to monitoring, evaluating and setting partnership activities.

## **Overview and Scrutiny<sup>4</sup>**

The Police and Justice Act 2006 included provision for greater accountability of CDRPs. Statutory instrument SI 942/2009 has consolidated this work (see Appendix C). Since April 2009 each local authority must have a 'Crime and Disorder Overview and Scrutiny Committee.' The committee's job will be to act as a critical friend, and have the power to scrutinize the work of the responsible partners of the CDRP. However, this is only insofar as activities relate to the partnership. It does not extend to scrutiny of individual organisations e.g. it does not include scrutiny of the police as this is a gift of the Police Authority. Moreover the Police Authority expects to be invited to all committee meetings where the work of the police is being scrutinised.

The objectives of the committee will be to:

- Consider actions undertaken by the CDRP responsible authorities.
- Make reports or recommendations to responsible authorities.
- Consider 'Councillor Calls for Action.

Generally Overview and Scrutiny Committees will:

- Invite representatives to meetings where they will be questioned and held to account.
- Examine performance.
- Conduct in-depth reviews of a topic.
- Scrutinise draft strategies and policies to help shape and improve them.

As members you need to:

- Be aware when meetings take place.

---

<sup>4</sup> Guidance for South East Overview and Scrutiny Committees is due to be published shortly.

- Ensure that you scrutinise CDRP priorities and wider partnership but not operational policing.
- Remain independently minded.
- Ensure that the voice of the public and its communities are heard.
- Seek to drive forward the improvement of public services.

### **‘PREVENT’ strategy**

The PREVENT initiative is one of the four strands of the government’s counter-terrorism strategy CONTEST. The police, along with local authorities, have been identified as critical for delivery. The work of PREVENT is rooted firmly in local communities, and it is fundamental that partnership working contributes in areas like sharing information, providing information to the community, supporting vulnerable people, etc. In short, CDRPs are expected to deliver PREVENT in the same way as they contribute to the delivery of other crime prevention strategies. A summary of the PREVENT strategy, published by the government in June 2009, is at Appendix D, and the Authority’s policy on PREVENT is at Appendix E.

### **Other Recent Changes**

There have been a number of other recent changes to CDRPs, including:

- A change in the way that CDRP plans are written from a three-year Audit and Plan to an Annual Strategic Assessment (refreshed six-monthly) and action plan to inform the three year rolling community safety Partnership Plan.
- A requirement for partners to agree how they will share information through an agreed protocol.
- The establishment of Strategic Partnerships at the county level of two tier local authority areas to provide a context for CDRP activities.
- A split between the strategic work and operational work of the CDRP.
- A renewed obligation on CDRPs to consult with local communities.
- A requirement for CDRPs to hold at least one public meeting annually, known as ‘face the people’ sessions.

# What is your role?

**This Section tells you how the Authority expects you to contribute to CDRP**

The ways in which CDRPs work may differ greatly even across a force area, and this can present challenges to the Police Authority; some degree of consistency in approach is essential. If you are ever in any doubt about what line to take or what you should agree to, you should seek guidance from the Authority's Chair or Chief Executive before you commit yourself.

In some respects, your role might not be an easy one to present to your partners, and it is quite possible that they will not be familiar with it. The Constabulary and the Fire and Rescue Service can offer tangible resources, e.g. people and machinery, and maybe some finance; the local authority will often take a lead, providing people and some finance, and doing much of the 'backstage' administrative work; a Primary Care Trust might bring research analysis and lead on issues like alcohol and drugs; and the Probation Service might lead on schemes such as Community Payback schemes.

It will, nevertheless, be important for you to remind your colleagues that it is the Police Authority that:

- Funds the Constabulary across the two counties and also has a specific management role over the BCU Fund (which must only be used for CDRP approved projects).
- It has significant expertise and experience in areas such as performance management and community engagement.
- It determines the Constabulary's plans for the future.

The 'PREVENT' initiative has been summarised earlier in this Guide. Some CDRPs are more advanced on this subject than others, but none should be complacent, and you might need to prompt your partnership into action.

Given all of this, it is important to understand what the Authority expects of you, and what your responsibilities are. The following lists (though they are by no means exhaustive) should help you, while later in this Guide you will find a checklist of key actions that you should note.

**You are expected to:**

- Represent the Authority's view.
- Be familiar with the CDRP's Terms of Reference.
- Attend partnership meetings as appropriate, or arrange for a deputy or officer to attend when not available.
- Feed back to the Authority on the work of the partnership – in particular on partnership priorities.
- Sign up to any partnership plans, information sharing protocols etc on behalf of the Police Authority as a 'responsible authority'.
- Ensure that the constabulary fulfils its partnership duties as a responsible authority through the Authority's monitoring, challenging and supporting role.
- Meet with the constabulary representative in order to ensure that, whenever possible, they share a common approach to the commitment of resources, future plans, concerns and CDRP performance.
- Meet or discuss with Authority staff on any appropriate briefings, advice or information that needs to be presented to the partnership.
- Meet and share lessons learned and good practice with other Members who have CDRP responsibilities.
- Submit post-meeting feedback forms to the Police Authority office for specific action and dissemination to other Members (see Appendix F).
- Keep the Authority's Community Engagement Committee aware of progress.

**Your contribution should include the following:**

- Planning and taking part in consultation and engagement exercises.

- Managing or facilitating strategic change relating to the Constabulary through the Authority committee structure, if required.
- Monitoring the commitment of police resources, as holder of the Constabulary's budget.
- Co-ordinating of policies and protocols across the Constabulary areas, for example Information Sharing Protocols.
- Playing an active role in your CDRP's Strategic Assessment.
- Contributing to target setting, and ensuring that CDRP targets and objectives are consistent with those in the Annual Policing Plan.
- Providing information to partners about Constabulary performance, and consultation results.
- Informing the Policing Plan process about partnership priorities.
- Using your knowledge and expertise of governance, oversight and scrutiny.
- Assisting with the organisation of public events, such as public CDRP meetings, using the resources available from our own officers where possible.
- providing our own consultation and engagement results to your partners
- Providing information and data on Stop and Search, and Stop and Account activity.
- Providing information of the Authority's position on 'hot topics' (*E.G. Safer Neighbourhoods, ACPO changes, Crime and Policing Bill*).
- Raising the profile of the 'PREVENT' strand, and ensuring that it is a regular agenda item for your CDRP and that clear actions emerge.

### **Respective Priorities**

It is vital that you ensure that the priorities and targets set through the CDRP Strategic Assessment process are compatible with other plans, including the Authority's own Policing Plan, and vice versa.

You should ensure that priorities and targets are set appropriately, and that through the year funding is allocated in accordance with them. If you are asked to agree targets or priorities on behalf of the Authority, you must satisfy yourself that they are in line with those set by the Authority for the Constabulary. You should also bring recommendations of the CDRP to the attention of the Authority: this will help to avoid duplication, improve the sharing of best practice and lessons learnt, and ensure that, wherever possible, targets are compatible and aligned. This is a two-way process, and it is equally important that you ensure that the CDRP is aware of, and focuses on, the Authority's latest priorities, as described in the Policing Plan.

### **Community Engagement**

CDRPs are comprised of a variety of local organisations, each of which may, from time to time want to consult and communicate with the public and other stakeholders. The Authority has experience and expertise in this field, and also covers two county areas. You should encourage co-ordination of consultation and communication wherever possible and appropriate. This is important, because it will enable expertise which exists within the respective statutory partners to be used and directed in the most effective and efficient way. It will also ensure that similar activities are not duplicated, and that the public and other stakeholders are not excessively asked for their views and experiences about similar issues.

You must ensure that CDRPs are aware of events which the Police Authority proposes to hold in its area. The results of such events and opinion surveys can be used to inform CDRP Strategic Assessments. You can enhance collaboration and co-ordination, and thus the effectiveness of the end results, by:

- Attending consultation events run by the CDRP and using these to consult on matters relevant to the Authority, where appropriate. For example, consulting on policing priorities during CDRP public meetings.
- Informing the Authority's Policy and Engagement Manager of any consultations that the CDRP is planning. This will help the Authority to co-ordinate its consultation with its partners.

- Sharing with the CDRP the results of Authority consultation or engagement events, which the Engagement and Performance Officer will distribute.
- Ensuring that key communication messages sent out by CDRPs are consistent with key messages sent out by the Authority.
- Ensuring wherever possible that all information sent out by CDRPs is accessible to members of the public. For example, large print versions should be available to those that request them.

### **Safety for the whole community**

CDRPs have a duty to provide services to all the diverse communities within its area. You should ensure that the CDRP considers and promotes the needs of all members of the community<sup>5</sup>. Whether working in a partnership setting or representing the Authority's position, you must observe the equality duties and have regard to Human Rights as set out in the Police Authority's Combined Equalities Scheme. In particular, you should ensure that the needs of all groups are considered during the CDRP's Strategic Assessment, preferably by the CDRP completing an Equality Impact Assessment.

### **Representing more than one organisation: 'dual-hattedness'**

A 'dual-hatted' member is one who sits on a public body (including a CDRP) both as a Councillor and as a Police Authority Member. The Department of Communities and Local Government revised single model Code of Conduct for Members was adopted formally by the Authority at its meeting on 25 September 2007. The code says that:

- *Dual-hatted members and those members appointed or nominated by an authority to outside bodies are no longer required to declare that they have a personal interest in a matter before they vote, unless they wish to speak on the matter or where the personal interest is also a prejudicial interest.*

---

<sup>5</sup> Regardless of age, disability, gender (including transgender), race, sexual orientation or faith or belief, and lack of any faith or belief.

The dual role has advantages and disadvantages. For example, Councillors 'wearing more than one hat' could be perceived to have competing interests, which may inhibit their effectiveness or credibility. Alternatively, the perception could be that dual-hatted Councillors can be more effective because they have wider experience, knowledge, and potentially more influence.

The Police Authority views and responsibilities apply across the whole of the two counties and although a CDRP must work within its specific district council or unitary council area, crime and disorder does not respect such boundaries and a wider view maybe helpful, as is the opportunity to learn from other CDRP approaches

As Hampshire Police Authority has 17 members and 15 CDRPs it would be virtually impossible – and perhaps undesirable – to assign members to an area where dual-hattedness would not exist. As a rule of thumb, if you are a dual-hatted Member appointed to a CDRP, you must:

- when addressing a CDRP, inform the CDRP of the standpoint from which the statement is given, namely as a Member of the Police Authority or as a Councillor
- ensure that CDRP minutes properly reflect the standpoint from which the statement was made

You must, in any event, remember that the rules relating to personal and prejudicial interests apply just as much in relation to your CDRP work as they do to your mainstream Police Authority work. For reference, the relevant sections of the Code of Conduct are included at Appendix G.

# Action Checklist

This Guide has provided an explanation of your role as a member of a CDRP, and this checklist covers the main points to help you to fulfil your role

<input checked="" type="checkbox"/>	<b>Action Point 1</b> Be familiar with the role profile expectations and contributions for CDRP representatives.
<input checked="" type="checkbox"/>	<b>Action Point 2</b> Read and understand the Terms of Reference for your CDRP, and the roles and responsibilities of its other members.
<input checked="" type="checkbox"/>	<b>Action Point 3</b> Agree with the Constabulary representative how to work together effectively, and agree and sign the joint protocol to this effect
<input checked="" type="checkbox"/>	<b>Action Point 4</b> Ensure that relevant Equality Impact Assessments relating to the CDRP policies, procedures and plans have been conducted, or encourage the partnership to do so.
<input checked="" type="checkbox"/>	<b>Action Point 5</b> Ensure that the CDRP has relevant and up to date demographic data on the composition of its communities.
<input checked="" type="checkbox"/>	<b>Action Point 6</b> Keep the Authority updated on priorities set by CDRP
<input checked="" type="checkbox"/>	<b>Action Point 7</b> Update the CDRP on priorities set by the Authority.
<input checked="" type="checkbox"/>	<b>Action Point 8</b> Attend consultation or 'face the people' sessions, and inform the Authority office of CDRP consultation or engagement events.
<input checked="" type="checkbox"/>	<b>Action Point 9</b> Update the CDRP about any relevant Authority engagement or consultation events, to assist in the shaping of the Strategic Assessment.
<input checked="" type="checkbox"/>	<b>Action Point 10</b> Use the Hallmark check list to assess the CDRP's effectiveness.
<input checked="" type="checkbox"/>	<b>Action Point 11</b> Feedback to the Authority regularly, including providing updates to relevant committees and meeting with other CDRP members to share best practice and lessons learnt.



---

**Crime and Disorder Reduction Partnership**

1) The Police Authority and the Constabulary CDRP representatives will meet on a regular basis to ensure that both organisations are made aware of all ongoing and planned / proposed work and progress being made. Topics likely to be covered at such a meeting include:

- Progress toward the CDRP objectives and priorities
- Matters which are causing concern to Members, the Police and public at the CDRP level
- Local Strategic Plan/Local Area Agreement developments
- Areas of local media interest which are relevant
- CDRP and other partnership development matters
- Proposed Police Authority community engagement and consultation activity in the CDRP area
- How the Police Authority Member may assist the Constabulary (and vice versa) with regard to the CDRP
- Matters which may affect the Police Authority/Constabulary more generally
- Proposals for utilisation of CDRP funding (including the BCU fund and crime prevention grants)
- Sensitive matters for Member(s) and Hampshire Constabulary representatives to consider privately

2) Information Sharing:  
Constabulary

- Ensure the Police Authority Member is added to the appropriate Press Officer's distribution lists, so that they automatically receive all press releases emanating from or covering CDRP matters
- Ensure that the Constabulary representative proactively, and promptly, liaises with Member on local matters likely to cause concern
- Ensure the Member is included in the current schemes for information sharing within and between CDRPs.

Police Authority

- The Police Authority will share reports submitted to the Full Authority/Committee that affects or is with reference to CDRP working
- Members to alert the Constabulary representative of relevant CDRP developments, for example APA and local government circulations.
- Ensure that Constabulary representative is added to the Police Authority's Communication Officer's distribution list for press releases that relate to CDRP matters

Signed: \_\_\_\_\_ (name): \_\_\_\_\_ (Hampshire Police Authority)

Signed: \_\_\_\_\_ (name) : \_\_\_\_\_ ( Hampshire Constabulary)

Date \_\_\_\_\_

*A completed copy of this form should be sent to the Authority Office, CDRP Community Safety Manager, CDRP Chair and Hampshire Constabulary representative.*

## **Hallmarks of Effective Practice - Checklists**

### **Empowerment and Effective Leadership**

- Does the CDRP have an effective governance structure that is able to provide strategic leadership for the partnership?
- Does it involve senior representatives from all the responsible authorities?
- Are other bodies and agencies represented as appropriate?
- Does the County Strategy Group have representation from the responsible authorities and chairs of each district CDRPs?
- Is there a clear process for agreeing and reviewing the appointment of chair?
- Does the elected member with responsibility for community safety sit on the partnership?
- Is there a clear meeting structure?
- Does each responsible Authority have a designated liaison officer who understands the legislation relating to information sharing; and are they equipped to solve any information-sharing related problems faced by the CDRP?
- Does the CDRP need to consider any additional protocols to govern processes where there has been confusion or disagreement in the past?
- Has the CDRP ensured that there are actions ascribed to relevant partners?
- Have you considered ownership of an individual action plan?
- Does the CDRP foster an environment for constructive challenge in the pursuit of improved performance?

### **Intelligence-led Business Process**

- Does the CDRP understand the core responsibilities for preparing and implementing the strategic assessment and partnership plan?

- Is there an Information Sharing Protocol?
- Have all responsible authorities signed it and comply with it?
- Has the CDRP considered other parties who could sign up and comply with protocol?
- Does the CDRP share personal data, when necessary and appropriate to do so?
- Does the County Strategy Group have an appropriate mechanism for feeding community safety priorities into the Local Area Agreement negotiations?
- Does the CDRP share all the datasets on a quarterly basis, in electronic format?
- Does the CDRP have all the additional information from partners needed to build a profile of the community and its community safety needs?
- Has the CDRP produced a strategic assessment for the year?
- Has the CDRP embedded problem-solving and evaluation processes within its business planning?
- Are you clear on the priorities for the area, based upon what the community thinks and the information says?
- Has the CDRP made links with other strategic assessments in the local area?
- Has the partnership worked together to identify those most vulnerable and at risk?
- Does the CDRP have a process for district level priorities to be fed into the Local Area Agreement?
- Does the County Strategy Group's community safety agreement include ways in which the community safety partnerships will work together to make better use of resources?
- Have you ensured that the Authority's plans contain links to the priorities identified through the strategic assessment?

- Does the plan contain details of how the CDRP will measure performance against priorities?

### **Intelligence-led Business Process (continued)**

- Has the CDRP ensured that decisions made have been influenced by the priorities identified and ability to deliver?
- Does the CDRP have a process for weighing up emerging matters against existing priorities?
- Does the CDRP have a process for project evaluation?
- Is evaluation embedded within projects?
- Does the CDRP identify necessary resources to conduct evaluation?
- Does the CDRP use lessons learnt from (project/outcome) evaluation to inform the strategic assessment?

### **Effective and Responsive Delivery Structure**

- Does the County Strategy Group actively encourage cross-boundary working within the county?
- Has the CDRP made sufficient links to other partnerships (e.g. Local Criminal Justice Boards, Regional Reducing Re-offending boards)?
- Is the CDRP's delivery mechanism aligned across the county to ensure joined-up delivery of cross-boundary priorities?
- Has the CDRP put into place actions to prevent re-offending and identified pre-emptive intervention of those most vulnerable or at risk?
- Has the CDRP considered how the delivery of the priorities will be resourced?
- Has the CDRP maximised the opportunities for joint delivery of actions (where practicable and appropriate)?
- Has the CDRP considered the most effective way to publish the summary of the plan?
- Is the CDRP making best use of alternative avenues for publication?

- Is the CDRP using the hallmarks of a good local policing summary to assist in the production and provision of the partnership plan?
- Does the CDRP have 'action groups' structured around the delivery of the key priorities?
- Are the 'action groups' meeting the objectives set out in the partnership plan?
- Is the CDRP able to respond flexibly to emerging issues within the community?

### **Community Engagement**

- Does all the information gathered through community consultation feed into the CDRP priority setting activities?
- Is the CDRP targeting community consultation to diverse groups within the community and those most likely to be affected by partnership priorities?
- Has the CDRP ensured that aspects of the partnership plan are shared with communities?
- Has the CDRP identified appropriate mediums for sharing information with communities (including those who may engage through perceived traditional mechanisms)?
- Has the CDRP ensured that the plan is accessible to all the diverse communities within its area?
- Does the CDRP actively engage all communities in problem-solving initiatives?

### **Visible and Constructive Accountability**

- Has the CDRP ensured that information collected from community engagement is included in the partnership plan?
- Does the CDRP have appropriate structures and documents in place to ensure that all community members, including those which traditionally the partners may have had difficulty in engaging, can be involved in any community meetings/events being scheduled?

- Are the community aware of any community focused meetings being scheduled?
- Is the CDRP taking steps to ensure that the community will receive regular feedback and update on partnership progress?
- Are all partners aware of existing processes and approaches adopted within partner organisations to engage and feedback to the communities?
- Are there effective performance management arrangements in place?
- Does the strategic group consider value for money when commissioning and evaluating projects?
- Does the CDRP have a clear idea as to how effective previous partnership plans have been implemented?
- Does the CDRP share evaluation results with others?

### **Appropriate Skills and Knowledge**

- Is there a clear understanding amongst all partners of the purpose and aims of the CDRP?
- Is there clarity over the roles and responsibilities of those who make up the partnership?
- Is there clarity over membership, are there any identifiable gaps and how frequently is membership reviewed?
- Does the partnership understand the new requirements surrounding data sharing and community engagement and what it means to the partnership process?
- Does the person facilitating the sharing of information understand the objectives of the partnership and what can be shared with whom?
- Do all partners understand the importance of sharing information?
- Is the CDRP aware of the make-up, demographic profile, environmental features and interests of the communities, including the groups and organisations within it?

- Does the CDRP have appropriate processes in place for listening to all sections of the community, including those that might face barriers to access via traditional means?
- Are you aware of what is required to produce a strategic assessment and what it means to the Authority?
- Is there sufficient analytical capacity/capability across the partnership to support the strategic assessment process?
- Do members on the county strategy group understand what is required in order to support delivery in two-tier areas?
- Do CDRPs (within the two-tier area) identify themes for cross-partnership working?
- Does the CDRP have the ability to effectively review the economy, efficiency and effectiveness of the partnership's work?
- Do you know the key messages of the partnership?
- Does the CDRP monitor and evaluate the messages of the partnership are reaching the intended audience (both internally and externally)?
- Are you aware of the planning process and how it links to other areas of the Authority's business?
- Does the CDRP have the ability to understand and use the various problem solving models (i.e. SARA) so that it is effectively applied to partnership business?
- Do you understand the relationship between the partnership delivery structure and the National Intelligence Model use?
- Does the partnership enable lessons to be learnt from previous evaluation?
- Does the CDRP have clearly defined criteria for measures of success and processes for what makes good evaluation?

STATUTORY INSTRUMENTS  
2009 No. 942  
CRIMINAL LAW, ENGLAND AND WALES  
The Crime and Disorder (Overview and Scrutiny)  
Regulations 2009  
*Made*  
*6th April 2009*  
*Laid before Parliament*  
*8th April 2009*

*Coming into force in accordance with regulation 1(2)*

The Secretary of State makes the following Regulations in exercise of the powers conferred by section 20(3) and (4) of the Police and Justice Act 2006(1).

In accordance with section 20(4) of that Act, the Secretary of State has consulted with the Welsh Ministers(2) regarding the provisions in relation to local authorities in Wales.

**Citation and commencement**

1.—(1) These Regulations may be cited as the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

(2) These Regulations shall come into force in respect of local authorities in England on 30th April 2009 and in respect of local authorities in Wales on 1st October 2009.

**Interpretation**

2. In these Regulations— “2006 Act” means the Police and Justice Act 2006; “depersonalised information” means information which does not constitute personal data within the meaning of the Data Protection Act 1998(3).

**Co-opting of additional members**

3.—(1) The crime and disorder committee of a local authority may co-opt additional members to serve on the committee subject to paragraphs (2), (3), (4) and (5).

(2) A person co-opted to serve on a crime and disorder committee shall not be entitled to vote on any particular matter, unless the committee so determines.

(3) A co-opted person’s membership may be limited to the exercise of the committee’s powers in relation to a particular matter or type of matter.

(4) A crime and disorder committee shall only co-opt a person to serve on the committee who—

(a) is an employee, officer or member of a responsible authority or of a co-operating person or body; and

(b) is not a member of the executive of the committee’s local authority (or authorities).

(5) The membership of a person co-opted to serve on a crime and disorder committee may be withdrawn at any time by the committee.

### **Frequency of meetings**

4. A crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions as the committee considers appropriate but no less than once in every twelve month period.

### **Information**

5.—(1) Where a crime and disorder committee makes a request in writing for information, as defined in section 20(6A) of the 2006 Act(4), to the responsible authorities or the co-operating persons or bodies, the authorities, or persons or bodies (as applicable) must provide such information in accordance with paragraphs (2) and (3).

(2) The information referred to in paragraph (1) must be provided no later than the date indicated in the request save that if some or all of the information cannot reasonably be provided on such date, that information must be provided as soon as reasonably possible.

(3) The information referred to in paragraph (1)—

(a) shall be depersonalised information, unless (subject to sub-paragraph (b)) the identification of an individual is necessary or appropriate in order to enable the crime and disorder committee to properly exercise its powers; and

(b) shall not include information that would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the cooperating persons or bodies.

### **Attendance at committee meetings**

6.—(1) Subject to paragraph (2), a crime and disorder committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions.

(2) The crime and disorder committee may not require a person to attend in accordance with paragraph

(1) unless reasonable notice of the intended date of attendance has been given to that person.

### **Reports and recommendations**

7. Where a crime and disorder committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with section 19(8)(b) of the 2006 Act, the responses to such report or recommendations of each relevant authority, body or person shall be—

(a) in writing; and

(b) submitted to the crime and disorder committee within a period of 28 days from the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

*Vernon Coaker*  
Minister of State  
Home Office  
6th April 2009

EXPLANATORY NOTE  
*(This note is not part of the Regulations)*

These Regulations are made under section 20(3) (in respect of local authorities in England) and 20(4) (in respect of local authorities in Wales) of the Police and Justice Act 2006. The Regulations supplement the 41 provisions in section 19 of that Act by making provision for the exercise of powers by crime and disorder committees of local authorities.

Regulation 3 provides that crime and disorder committees may co-opt additional members from those persons and bodies who are responsible authorities within the meaning of section 5 of the Crime and Disorder Act 1998, and from those persons and bodies with whom the responsible authorities have a duty to co-operate under section 5(2) of that Act (the “co-operating persons and bodies”) subject to the provisions set out in that regulation.

Regulation 4 provides that a crime and disorder committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions, no less than once in every twelve month period.

Regulation 5 provides that responsible authorities or co-operating persons or bodies must provide such information as is requested of them by the crime and disorder committee, subject to the provisions in that regulation.

Regulation 6 provides that a crime and disorder committee may require the attendance before it of a representative of a responsible authority or of a co-operating person or body in order to answer questions, subject to the provisions in that regulation.

Regulation 7 provides that where a crime and disorder committee makes a report or recommendations to responsible authorities or co-operating persons or bodies in accordance with section 19(8)(b) of the Police and Justice Act 2006, the responses to such report or recommendations of each relevant authority, body or person shall be in writing and within 28 days of the date of the report or recommendations or, if this is not reasonably possible, as soon as reasonably possible thereafter.

(1)

2006, c. 48. Section 20 has been amended by section 121 and has been prospectively amended by sections 126 and 241, and part 6 of Schedule 18 to the Local Government and Public Involvement in Health Act

[2007 \(c. 28\)](#). [Back \[1\]](#)

(2)

The functions of the National Assembly for Wales were transferred to the Welsh Ministers by virtue of

paragraph 30 of Schedule 11 to the Government of Wales Act [2006 \(c.32\)](#).

[Back \[2\]](#)

(3)

[2008 c.29](#). [Back \[3\]](#)

(4)

Section 20(6A) was inserted by section 121(2) of the Local Government and Public Involvement in Health

Act [2007 \(c. 28\)](#). [Back \[4\]](#)

### The PREVENT Strategy

The purpose of the PREVENT Strategy is to stop people becoming or supporting terrorists and violent extremists. *The PREVENT Strategy: A Guide for Local Partners in England*, published in June 2008, sets out the role of local partners in delivering the PREVENT Strategy. The Strategy has five key strands:

- challenging the violent extremist ideology and supporting mainstream voices;
- disrupting those who promote violent extremism and supporting the institutions where they are active;
- supporting individuals who are being targeted and recruited to the cause of violent extremism;
- increasing the resilience of communities to violent extremism; and
- Addressing the grievances that ideologues are exploiting.

These are supported by two cross-cutting work streams which are key enabling functions in delivering the strategy:

- developing understanding, analysis and information; and
- Strategic communications.

The Strategy recognises that local action and the engagement of local communities is vital to effective delivery - including working in partnership with local, particularly Muslim, communities - and that joint leadership and delivery from the police, local authorities and their partners are fundamental to the success of the UK's counter terrorism strategy. *The PREVENT Strategy: A Guide for Local Partners in England* asks all localities to ensure that a local partnership group has been clearly tasked to take forward local action on PREVENT and to put in place a **programme of action** that:

- meets the **specific objectives** of the PREVENT Strategy;
- is **jointly agreed and managed** by the police, local authority and other partners;
- is **proportionate** to the level of threat in the area;

- **reflects local needs**; and
- Sets out **clear and tangible milestones** to track progress.

Further ideas and support have subsequently been offered to local partners – for example by Communities and Local Government in *Preventing Violent Extremism: Next Steps for Communities* (July 2008); the Local Government Association guidance *Leading the Preventing Violent Extremism Agenda: a role made for Councillors* (November 2008); and the Association of Chief Police Officers' *Policing Response to the Prevention of Terrorism and Violent Extremism: Implementation Plan*, of which a summary version for partners was published in February 2009.

For more information on the PREVENT agenda please go to <http://www.communities.gov.uk/communities/preventingextremism/> or <http://www.homeoffice.gov.uk/security/>.

## **Hampshire Police Authority**

### **Policy statement**

#### **The 'PREVENT' strand of the government's counter-terrorism strategy**

1. The government's counter terrorism strategy comprises four strands, namely 'PREVENT', 'Protect', 'Pursue' and 'Prepare'. Police authorities are required to ensure they have mechanisms in place to oversee how police forces are contributing to the overall strategy.
2. The purpose of this Policy Statement is to establish the framework within which Hampshire Police Authority intends to meet its obligations under 'PREVENT', and thereby to contribute to the broader national strategy.
3. Hampshire Police Authority views its obligation under 'PREVENT' as an integral part of its wider governance responsibilities, including community engagement, promoting diversity and fairness, performance management and partnership working.
4. The Authority recognises the importance of working with local authorities and other partners through Crime and Disorder Reduction Partnerships to ensure that effective local governance arrangements are in place across the local partners responsible for contributing to 'PREVENT' objectives.
5. The Authority will:
  - A. utilise established and new ways to engage communities on the issue of counter terrorism in the context of building and sustaining confident, cohesive and strong communities.

- B. provide community groups and organisations with opportunities to develop and promote discussion at a local level, thereby raising awareness and involving communities, and affording them an opportunity to hear what is happening nationally and locally to combat violent extremism and to address any adverse impacts this may have on certain communities.
- C. Establish and maintain monitoring regimes to scrutinise the Constabulary's 'PREVENT' activity in the appropriate forum.
- D. Scrutinise and support the Constabulary's promotion and use of Independent Advisory Groups, and engage directly with such groups.
- E. Ensure that every local area has effective mechanisms in place for consulting all communities, including those that might be hard to reach, on counter terrorism and 'PREVENT' issues.
- F. Ensure (in accordance with its statutory responsibilities) that any activity that impacts disproportionately on a particular ethnic minority community is proportionate and fair, and that any ensuing action plans are taken forward.
- G. Take an active role at the key levels in the 'PREVENT' policing governance structure, particularly at 'PREVENT' board level and with specific link members working at territorial OCU level.
- H. Ensure that its activities in relation to 'PREVENT' are properly co-ordinated with those in relation to the other three strands.

## Member Feedback Form: Example

**Appendix F**  
(see page 8)

<b>Name:</b>	
<b>Date of meeting:</b>	
<b>Name of meeting attended:</b>	

**Key topics/discussions:**

Joint Strategic Assessment – Priorities Set  
Current Performance – Areas of concern, areas of achievement  
Funding matters  
Consultation Events  
Crime Prevention Initiatives

**Actions to be taken:**

**Other relevant information:**

**Date of next meeting (if known/applicable):**

<b>Are you able to attend?</b>	Yes/No (delete as applicable)
--------------------------------	-------------------------------

**Please return this form to Lou Parker-Jones**

Westgate Chambers, Staple Gardens, Winchester, Hampshire SO23 8AW

[lou.parker-jones@hampshire.pnn.police.uk](mailto:lou.parker-jones@hampshire.pnn.police.uk)

phone 01962 814856    01962 851697

**Please continue on the reverse of this sheet if required. Please contact Richard if you would like an electronic version of this form.**

## **Member Code of Conduct, Part 2**

### **Personal interests**

#### **8.**

(1) You have a personal interest in any business of your Authority where either—

(a) it relates to or is likely to affect —

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Authority;

(ii) any body —

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant Authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your Authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your Authority's area in which you have a beneficial interest;

(x) any land where the landlord is your Authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the Authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of —

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your Authority's area.

(2) In sub-paragraph (1)(b), a relevant person is —

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

### **Disclosure of personal interests**

#### **9. —**

(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your Authority and you attend a meeting of your Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your Authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the Authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 13, sensitive information relating to it is not registered in your Authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your Authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

### **Prejudicial interest generally**

#### **10. —**

(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your Authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts

would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the Authority where that business —

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your Authority in respect of —

(i) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(ii) an allowance, payment or indemnity given to members;

(iii) any ceremonial honour given to members; and

(iv) setting council tax or a precept under the Local Government Finance Act 1992.

### **Effect of prejudicial interests on participation**

#### **11. —**

(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your Authority —

(a) you must withdraw from the room or chamber where a meeting considering the business is being held —

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your Authority's standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.