

Introduction

Areas to include

The introduction of the audit should cover the following main areas:

1. Describe the background and any previous work conducted in this area.
2. Explain the purpose or objectives of the audit.
3. Brief introduction to the geographic area that the audit and strategy covers.
4. Introduce any issues that have arisen in relation to the audit.
5. Partnership structure.
6. Give a brief overview of the structure of the audit.

Some suggestions for information that could be included under each heading follow below.

1. Background and any previous work conducted in this area

- Background information on the Crime and Disorder Act 1998 as amended by the Police Reform Act 2002 should be detailed.
- Reference to the cyclical nature of the audit and strategy process.
- Reference to the structure of the Partnership and members of the Responsible Authorities Group.
- Key findings from the previous crime audit and drug misuse needs assessments, existing drug misuse strategy documents, Problem Drug User model and key performance indicator information. This may help with comparisons made later in the report. These findings could perhaps be presented in a box with bullet points.
- Reference to needs analysis carried out by Partnerships in relation to the local drug strategy (Criminal Justice Intervention Programme [CJIP], crack plans, young people's needs assessment etc.)
- Local drug strategies to deliver the four aims of the national drug strategy will be well developed, based on assessed need using a variety of methodologies. These should be used as part of the audit.

2. Purpose or objectives of the audit

- Description of the obligations under section 5 of the Crime and Disorder Act as amended by sections 97 and 98 of the Police Reform Act 2002.
- Any locally defined objectives for the audit and strategy process.

3. Introduction to the geographic area

A broad overview of the characteristics of the area as a whole is useful and should include brief social, demographic or economic information. This could be at Partnership level, ward level, BCU area, Census output areas or a locally defined area. The following list shows the types of information that could be usefully included in this section.

- ✓ Map of area
- ✓ Urban or rural
- ✓ Major towns
- ✓ Population
- ✓ Breakdown of the area by gender, age, ethnicity
- ✓ Indices of deprivation information
- ✓ Unemployment levels and main job providers
- ✓ Truancy levels
- ✓ Number of wards
- ✓ Information on Police e.g. map of the number of BCU's in the area
- ✓ Number of Primary Care Trusts PCT's
- ✓ Type of drug services available; statutory or voluntary

Much of this information is available from [National Statistics Online](#) and the NOMIS labour market statistics site.

This and other contextual data can be included and is explored more fully in the "Findings" section.

4. Issues arising in relation to the report

These can be highlighted in the introduction and expanded within the methodology section.

- Ethical issues, for example the need to anonymise data so that individuals or specific addresses cannot be identified, issues regarding the consultation exercise.
- Barriers encountered in conducting the work, for example data sharing issues or co-terminosity of boundaries.

5. Partnership structure

- How is the Partnership organised to deliver at present? E.g. CDRP integrated with DAT/extent of joint working arrangement
- Diagram of partnership structure

6. Overview of the structure of the report

A brief explanation of how the documents are laid out is helpful. If specific headings or layouts have been used in each section they should be explained here.

Issues to consider

Consider the needs of the audience for the report

- A well presented report will aid communication. Consider what you are seeking to achieve by reporting to different kinds of audiences. This will influence the way in which the audit and strategy are structured and disseminated.
- Consider appropriate types of presentation for different audiences, for example:
 - ✓ Summary reports for the public.
 - ✓ Full reports for partner agencies and Government Office.
 - ✓ Presentations for public meetings or elected members.
 - ✓ Making documentation available on websites.
 - ✓ Making documentation available in other languages.
- ✓ Making documentation accessible to blind or partially sighted people.
- ✓ Include a wide range of people in any pictures that you use but do not stereotype.
- Make sure that reports are published in large print for the partially sighted and those with learning difficulties and in other languages relevant to the local population.
- Make the documents available to the public in a variety of places, ensuring these include locations that "hard to reach" groups may visit/contact.
- Use plain English. The published documents should avoid the use of technical terminology and jargon where possible and should be easily understandable to the layperson.
- As the audit is a public document it is important to give consideration as to what is appropriate to publish (e.g. the audit document should not make it possible to identify individuals).

Acknowledgements

Acknowledgements can be given in a separate section before the introduction. Here reference can be made to additional partners who contributed to the production of the audit.

List of contents

A list of contents is required when large reports are produced. It usually provides information on the main points or chapters of a report.

Executive summary

An executive summary should be a short summary, outlining the objectives of the audit, the methods used, the findings and any conclusions.

Provide contact details

All published documentation should provide appropriate contact details for individuals to use should they require any further information.

Contact details for all key agencies in the Partnership can be included if deemed appropriate, but at the very least contact details for the Community Safety Co-ordinator or equivalent (where they exist) should be provided.

Areas for improvement

It may be helpful to consider areas for improvement following the last crime audit or any previous analysis of local drugs problems. Reviews undertaken by the Home Office, Home Office Regional Research Teams, Her Majesty's Inspectorate of Constabulary and the Audit Commission may be useful sources of information.

It may be helpful to consider existing or ongoing work or prior strategic documents that have indicated where improvements could be made such as:

- Drug misuse needs assessments or drug misuse strategy documents
- Ongoing monitoring work
- The Treatment Demand Model

Further information

Home Office (2000) Calling Time on Crime – A Thematic Inspection on Crime and Disorder conducted by Her Majesty's Inspectorate of Constabulary in collaboration with the Home Office and the Audit Commission, Local Government Association, Ofsted and Social Services Inspectorate

Home Office (1998). [Guidance on Statutory Crime and Disorder Partnerships](#). London: Home Office. **Section 3.1 - 3.6**

Hough, M and Tilley, N (1998). [Auditing Crime and Disorder: Guidance for Local Partnerships](#) **Pages 7-8**.

Home Office (2003) National Drug Strategy Performance Management Framework. Resources Pack. - www.drugs.gov.uk/Home

National Statistics Online - www.statistics.gov.uk

NOMIS Official Labour Market Statistics - www.nomisweb.co.uk

Phillips, C Considine, M and Lewis, R. [A Review of Audits and Strategies Produced by Crime and Disorder Partnerships in 1999.](#) Briefing Note 8/00.
London: Home Office