

## **Methodology**

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### **Areas to include**

The methodology should comprise a detailed account of any procedures used in undertaking the work including:

1. Details of the audit team
2. The stages of the process and time scales involved
3. How the data were obtained
4. Data sources
5. Any issues around the reliability or validity of the procedures used
6. The approach taken to data analysis
7. The methodological approach to the consultation

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

### **1. The audit team**

- How has the work associated with the audit and strategy process been carried out? Details of the team members, their skills, and knowledge mix should be included. Details of whether it is an in-house audit team, county-wide audit team or includes a representative from the Local Criminal Justice Board, or contracted out.
- Explain the rationale behind the approach taken to conducting the audit. This may reflect available resources, expertise or lack of expertise within certain aspects of the Partnership.

### **2. Stages of the process and time scales**

- Explain the key stages involved in planning the audit process and key tasks at each stage. Remember that producing an audit is an iterative process.
- Refer to the time scales used to produce the audit. Suggested timetables are provided in various guidance, however a further timetable is provided on page 25 which can also be adapted for use.

### **3. How data was obtained**

- Refer to any information sharing protocols.
- If information protocols are not used, explain how agreement and consent to use data was obtained.

- Information on the principles of the Data Protection Act can be found at [www.informationcommission.gov.uk](http://www.informationcommission.gov.uk). It is important that individuals are not named or alluded to in the data recorded as they will be legally entitled to access to the documents. The briefings “Confidentiality and Information Sharing” and “Data protection and record retention” have been issued by the National Treatment Agency and can be downloaded at [www.nta.nhs.uk](http://www.nta.nhs.uk).
- It is recognised that there are still problems in obtaining appropriate data from some organisations; any such problems can be referred to in this section.
- The strengths and weaknesses of any data sets used can also be discussed if relevant to the analysis conducted within the audit.
- Explain how you decided what information to include in the audit. For example:
  - Areas/issues identified as a priority through primary research.
  - Consistent hot spot area identified through previous audits.
  - Local or central government priorities.
  - Resource or capacity limitations.

#### **4. Data sources**

- Recorded crime figures form a major part of the crime and disorder audit. However, in order to obtain a more rounded picture of the impact and consequences of crime it is important to consider other sources of data. Guidance on Statutory Crime and Disorder Partnerships 1998 provides a comprehensive list of [potential sources of data](#).
- Further information about additional crime types and thematic areas such as anti-social behaviour, domestic violence, alcohol related crime and fear of crime is included in annex A to this section of the toolkit. The annex also provides further links to assist in gathering data on these issues for your audit.
- A separate annex B on drugs is also provided which outlines both the relevant links to the Performance Management Resource Pack and specific data that partnerships might like to collect to identify the scope of drugs problems locally. It also outlines other potential local data sources on drugs.

#### **Primary/secondary data**

Primary and secondary information can be usefully combined when undertaking an audit.

#### **– Primary data**

In terms of the audit process, primary data is that which partnerships or agencies collect specifically for the audit and strategy process itself. This means being responsible for designing what data will be collected, how the data will be collected, the analysis and reporting of the information.

Where time and budget allow, an audit can benefit from some form of primary data, however, it can be time consuming. It is therefore important to be clear about why you are undertaking primary research and what you want to achieve from it. Results from any primary research undertaken should be written up in an appropriate format, using the same principles outlined in this template. Examples of primary data in an audit include:

- ✓ Data from a local fear of crime survey.
- ✓ Data derived from focus group consultation.
- ✓ Data from hard to reach groups.
- ✓ Data derived from a survey of the extent and nature of drug use amongst specific groups.

– **Secondary data**

Statistics collected by the government and partner organisations are a significant part of any audit. This is secondary data because it has been gathered by a particular agency for its own purposes and is then used for a different purpose within the audit. As secondary data is collected for other purposes, it can have its limitations. It may not include the exact information needed for the audit and may already have its own biases and inaccuracies. Some examples of secondary data in an audit include:

- ✓ Published crime statistics.
- ✓ Local police data.
- ✓ Local Authority data.
- ✓ New English and Welsh Arrestee Drug Abuse Monitoring (NEW-ADAM)
- ✓ Data on risk factors e.g. deprivation, truancy, homelessness.

[The NACRO Guide to Crime Audits](#) has useful sections about gathering and managing secondary data and collecting primary data.

- [www.drugs.gov.uk](http://www.drugs.gov.uk) has sources of data for the aims of the drugs strategy. The United Nations Office on Drugs and Crime also has a website with a lot of information on the nature and extent of drug abuse. They have produced a number of guides on collecting and using drug statistics. These guides are very comprehensive, starting with quite basic information and progressing to very complex information and are designed with whole countries in mind. However, they may be useful for local DATs to look at. They are:

[www.unodc.org/pdf/gap\\_toolkit\\_module1.pdf](http://www.unodc.org/pdf/gap_toolkit_module1.pdf)

[www.unodc.org/pdf/gap\\_toolkit\\_module2.pdf](http://www.unodc.org/pdf/gap_toolkit_module2.pdf)

## 5. Reliability and validity

- Reliability and validity relate to the coverage and collection of data.
- In the audit there are issues about the quality and accuracy of data as well as issues about how well the data support the analyses made, conclusions and potential actions.

- When analysing data for the audit it is important to consider the reliability and validity of the data.

**Reliability**

Consistency, the extent to which the same results could be obtained under similar circumstances.

**Validity**

The capacity to measure what it is intended to measure.

**Example:**

Picture a scale that always weighs an individual as 5 kilos too light, the results are reliable because they always weigh the individual at 5 kilos less but not valid as the scales are not measuring the true weight of the individual.

**6. Data Analysis**

- Explain the approach taken to data analysis along with any relevant underlying assumptions (see examples in the box below).
- In the analysis, consider using some of the key concepts that have helped to shape the development of community safety, for example the Problem Analysis triangle (PAT). Further information on this area can be found in [Passport to Crime Reduction](#) and box 3.16 of the [Guidance on Statutory Crime and Disorder Partnerships](#).
- The methodologies and approaches to data analysis can be applied to both development of misuse of drug and crime audits. Some of the tools in the Passport and Guidance are generic, but there are some that relate directly to crime. Some issues specific to drug misuse are outlined in Annex B.

**Examples:**

Overall recorded crime for the area was analysed. Both national and regional comparisons were made over a three-year period.

Data was analysed using SPSS and Geographical information systems by the Community Safety Analyst.

Data from the Criminal Justice Interventions Programme was analysed.

Analysis was undertaken on notifiable offences. Where relevant, temporal, spatial, victim/offender data and repeat victimisation analysis was also undertaken.

Local problems and issues highlighted through the consultation exercise were also analysed (e.g. road traffic incidents, domestic violence, prostitution).

Where crime hotspots were identified more detailed analysis was undertaken. Demographic data along with other agency data was utilised.

Specific techniques have been used to aid analysis such as examining issues using the Problem Analysis Triangle which promotes victim, offender and location focus for data collection and analysis.

## 5. Consultation methodology

- Many Partnerships choose to undertake a large consultation exercise **as part of the audit** in order to gain primary information to help identify issues within their locality. This information is very useful. However, partnerships should remember that they are required to consult on the **findings of the audit**.
- Consultation should take place **on the findings of the audit** in order to:
  - ✓ Ensure that the audit has correctly identified problems;
  - ✓ Check there are no important omissions;
  - ✓ Ensure that the audit is not based on misconceptions about the communities to which it relates; and
  - ✓ Canvass opinion on the draft priorities.
- Partnerships are expected to consult with:

- ✓ Persons and bodies specified by the Home Secretary under the Crime and Disorder Act 1998 and the Police Reform Act 2002, alongside other relevant local organisations;
  - ✓ The general public; and
  - ✓ Traditionally excluded groups: Black and Minority Ethnic (BME) communities, asylum seekers and refugees, disabled people and lesbian, gay, bi-sexual and transgendered communities.
- This section needs to contain information on:
    - ✓ Who undertook the consultation - External consultants, in house team.
    - ✓ Types of people/groups/organisations etc. consulted.
    - ✓ Methods of consultation - highlight any innovative methods.
    - ✓ Time scale.
  - The importance of detailed community consultation, using a variety of methodologies, cannot be overstated. Such consultation is essential to ensure that strategies are grounded in the experience of local people. Further guidance on conducting successful community consultation on drugs and crime will be forthcoming shortly from the Home Office.
  - Section 3 in [Hough and Tilley \(1998\)](#) provides details of consultation mechanisms.
  - Consider how you will respond to any points raised through the consultation exercise.

Refer to part three of this guidance for further information on consultation.

## **Issues to consider**

### **Agreed definitions**

It is useful to begin any analysis by clarifying key concepts and referring to any agreed definitions of fundamental terms. Consistency is important as differences in definitions inevitably cause problems in overlaying and comparing data. Often, for example, agencies use different definitions for young people. It is important for the partnership to agree on an appropriate definition and refer to it. Existing and agreed national definitions in relation to drugs misuse should be used where they exist. Some key definitions for drugs are listed in annex B.

If you are including a number of possibly unfamiliar terms within your published documents it may be helpful to provide a glossary of key terms.

Examples of common terms, together with some direction on where to find definitions are listed below.

**Example:**

**Agreed Definitions**

✓ **Anti-social behaviour**

The 1998 Crime and Disorder Act formally defines ASB as acting: *'in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as [the defendant]'*. For further information of definitions see the GOWM/NYA publication ["Best Behaviour: Shared Learning from the West Midlands on Anti-Social Behaviour and Young People"](#)

✓ **Young People**

The GOWM Young People's Framework ["Young People and Community Safety"](#) defines young people as aged under 25 years.

✓ **Ethnic Groups**

The Office for National Statistics uses what it calls ["standard definitions for presenting ethnic and national groups data"](#). These are the classifications used in the census that CDRPs can duplicate in their own consultation exercises.

On drugs, some key definitions are set out in annex B

**Retain ownership**

If external contractors have been used at any stage of the audit it is important that you retain ownership and understanding of the information collected. Using external contractors can lead to a loss of knowledge, perception and understanding for the Partnerships. It is important for the Partnerships to understand and fully approve all the processes.

**Referencing**

Where reports or studies are cited they should be clearly referenced, this is so any claims can be verified. Examples of how to reference documents can be seen in the further information sections of this guidance.

## **Further information**

Fox, C. & McManus, J. (2001) [The NACRO Guide to Crime Audits](#) NACRO.

GOWM/NYA (2003) [Best Behaviour: Shared Learning from the West Midlands on Anti-Social Behaviour and Young People](#). Leicester: The National Youth Agency.

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

Home Office Crime Reduction Centre (2003) [Passport to Crime Reduction](#)  
Home Office

Hough, M and Tilley, N. (1998) [Getting the Grease to the Squeak. Research Lessons for Crime Prevention](#). Crime Detection and Prevention Series Paper 85. London: Home Office.

National Drugs Strategy - Publications and reports generally concerned with aspects of the drugs strategy related to availability  
[www.drugs.gov.uk/ReportsandPublications/ReducingSupply](http://www.drugs.gov.uk/ReportsandPublications/ReducingSupply)

National Drugs Strategy – Publications and reports generally concerned with community related reports of the drugs strategy  
[www.drugs.gov.uk/ReportsandPublications/Communities](http://www.drugs.gov.uk/ReportsandPublications/Communities)

National Drugs Strategy – Publications and reports generally concerned with aspects of the drugs strategy related to the Criminal Justice Interventions Programme.  
[www.drugs.gov.uk/ReportsandPublications/CriminalJusticeInterventionsProgramme](http://www.drugs.gov.uk/ReportsandPublications/CriminalJusticeInterventionsProgramme)

National Drugs Strategy – Publications and reports specific to individual drug types  
[www.drugs.gov.uk/ReportsandPublications/DrugSpecific](http://www.drugs.gov.uk/ReportsandPublications/DrugSpecific)

National Drugs Strategy – Publications and reports generally at a national or strategic level.  
[www.drugs.gov.uk/ReportsandPublications/NationalStrategy](http://www.drugs.gov.uk/ReportsandPublications/NationalStrategy)

National Drugs Strategy – Publications and reports by the Research Development and Statistics Directorate (RDS) of the Home Office  
[www.drugs.gov.uk/ReportsandPublications/ResearchDevelopmentStatisticsRDS](http://www.drugs.gov.uk/ReportsandPublications/ResearchDevelopmentStatisticsRDS)

National Drugs Strategy – Publications and reports generally concerned with aspects of the drugs strategy related to the treatment of drug users  
[www.drugs.gov.uk/ReportsandPublications/Treatment](http://www.drugs.gov.uk/ReportsandPublications/Treatment)

National Drugs Strategy – Publications and reports concerned with aspects of the drugs strategy related to young people

[www.drugs.gov.uk/ReportsandPublications/YoungPeople](http://www.drugs.gov.uk/ReportsandPublications/YoungPeople)

Warburton, F. Butler G. and Kennedy, J. (2002) [Young People and Community Safety: developing a strategy](#). London: GOWM/NACRO.

## Example:

Example timetable for the audit and strategy process (The dates shown may not be appropriate for your partnership, however this example can be adapted for your own use) .

	2003		2004					2005									
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Set up and planning period</b>	█	█	█														
<b>Data collection</b>		█	█	█	█	█	█										
<b>Data analysis</b>			█	█	█	█	█	█	█	█							
<b>Plan consultation</b>						█	█	█									
<b>Prepare draft audit report</b>								█	█	█							
<b>Conduct consultation</b>											█	█					
<b>Analyse results of consultation</b>												█	█	█			
<b>Develop strategy/publish final documents</b>													█	█	█	█	█
<b>Monthly 'Team' Meetings</b>	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█