

Strategy Introduction

Areas to include

The introduction of the strategy document should cover the following main areas:

1. Include any partnership "statement of purpose".
2. Describe the purpose of the strategy and the link to the audit process.
3. Describe any relevant partnership structures.
4. Links to other relevant partnership plans.
5. Give a brief overview of the structure of the strategy.

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

1. Include any partnership "statement of purpose"

- The "statement of purpose" or "vision" is a simple statement that describes the overall aims of the partnership.
- Where a partnership "statement of purpose" exists it is useful to include it in the strategy so that stakeholders are aware of it.
- The outcome for the National Drug Strategy and the outcomes for the four aims of the strategy could be included here.

Example

To work with individuals and communities to build a safe, just and tolerant society.

2. Purpose of the Strategy

- Description of the obligations under section 5 of the Crime and Disorder Act 1998 as amended by sections 97 and 98 of the Police Reform Act 2002.
- Three-year strategy required by legislation.
- Requirement to include a strategy for tackling anti-social behaviour as part of the overall strategy.
- The strategy must take account of the findings of the audit and the views of the local community.

- To set the priorities, aims and objectives against which success will be judged in the case of the drug strategy, this should be the KPIs and any additional local priorities.
- To integrate Partnership working on crime and drugs within a single strategy.
- To make the best use of resources.

3. Partnership structures

- Structures, processes and responsibilities for delivering the strategy should be outlined. You should set out here how the Partnership will be accountable to and take and receive feedback from communities including 'hard to reach' groups.
- Include relevant structural diagrams.

4. Links to other relevant partnership plans

- Make clear the links between Crime and Disorder and Misuse of Drugs strategies and the plans and targets produced within partner agencies. For example, in some areas, CDRPs operate as a sub group of the Local Strategic Partnership (LSP) and the strategy will therefore be a sub set of the community plan, linked with the youth justice plan. There are also a number of plans/strategies that drugs should link to as the drugs strategy is cross departmental.

5. Overview of the structure of the strategy

- 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 strategy

- A well-presented strategy document 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 strategy is a public document it is important to give consideration as to what is appropriate to publish (e.g. the strategy document should not make it possible to identify individuals).

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.

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 strategy.

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.