



NATIONAL SUPPORT FRAMEWORK
DELIVERING SAFER AND
CONFIDENT COMMUNITIES

¹HALLMARKS OF EFFECTIVE PARTNERSHIPS
STATUTORY REQUIREMENTS IMPLEMENTATION CHECKLIST
(PARTNERSHIPS IN TWO-TIER AREAS)

PARTNERSHIP NAME:

DATE:

¹ As outlined in Delivering Safer Communities: A guide to effective partnership working. Home Office, September 2007.

LEAD AND GUIDE

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
The right people around the table	The Strategy Group is ultimately responsible for preparing and implementing a strategic assessment and a partnership plan.	Do you have a Strategy Group that is able to provide effective governance and strategic leadership for your partnership? Does the Strategy Group understand their core responsibilities for preparing and implementing the strategic assessment and partnership plan?			
	Each of the responsible authorities must be represented on the Strategy Group (at least one of the representatives from each of the responsible authorities must hold a senior position within their organisation).	Does your Strategy Group involve senior representatives from all responsible authorities?			
	Where there is an elected member responsible for community safety on the council for the district/unitary area, they must also be a member of the Strategy Group.	Does the elected member with responsibility for community safety sit on the Strategy Group?			
	The Strategy Group can decide the frequency of its meetings and can invite others to their meetings.	Does the group have a clear meeting structure? Are other bodies and agencies represented on the group as appropriate?			
	There must be arrangements for appointing a Chair, agreeing the period for which the Chair can serve and the grounds on which the Chair can be changed within this period.	Is there a clear process for agreeing and reviewing the Chair? Is this documented?			
	At least once a year, the Strategy Group needs to consider whether the partnership has the requisite skills and knowledge to meet the statutory requirements.	Have the training and development needs of the partnership been assessed? Is there a clear understanding amongst all partners of the purpose and aims of the partnership? Is there clarity over the roles and responsibilities of those who make up the partnership?			

LEAD AND GUIDE (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
County Strategy Group (two tier areas only)	The County Strategy Group is responsible for preparing a community safety agreement for the county.	<p>Do you have a Strategy Group that is able to provide effective governance and strategic leadership for the county?</p> <p>Does the county group understand their responsibilities for preparing a community safety agreement for the county.</p> <p>Does the group feed community safety priorities into the Local Area Agreement negotiations?</p> <p>Does the county Strategy Group actively encourage cross-border working within the county?</p>			
	The county Strategy Group must include chairs of each of the district Strategy Groups.	Do you have a group with appropriate representation from the responsible authorities at county level and the chairs of all the community safety partnerships?			
	The county council elected member responsible for community safety, where applicable, must be a member of this group.				
	Representatives from each of the Police Forces, Police Authorities and Fire and Rescue Authorities in the county and a representative jointly appointed by the Primary Care Trusts in the county must sit on the group.				
	There must be arrangements for appointing a chair, agreeing the period for which the chair can serve and the grounds on which the chair can be changed within this period.	<p>Is there a clear process for agreeing and reviewing the Chair?</p> <p>Is this documented?</p>			

LEAD AND GUIDE (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
	The group can decide the frequency of its meetings and can invite others to their meetings.	Does the group have a clear meeting structure? Are other bodies and agencies represented on the group as appropriate?			
Governing partnership processes	The Strategy Group will prepare an information sharing protocol	Do you have an information sharing protocol? Do all partners understand the importance of sharing information?			
	The protocol will be signed by all responsible authorities and will govern the sharing of information between the responsible authorities.	Have the responsible authorities signed the protocol and do they comply with it? Are there other parties who could/should sign up to, and comply with, the protocol? Do you share personal information when necessary and appropriate to do so?			
	Each responsible authority must nominate a designated liaison officer whose role will be to facilitate the sharing of information with other partners.	Does each responsible authority have a designated liaison officer? Do these personnel understand the legislation relating to information sharing and are they equipped to solve any information sharing related problems facing your partnership? Does the person facilitating the sharing of information understand the objectives of the partnership and what can be shared and by whom?			

LEAD AND GUIDE (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Visibility and accountability	The Strategy Group must hold one or more public meetings during each year.	<p>Does the Strategy Group hold one or more public meetings each year to meet the public, hear their issues and let them know about action that has been taken or will be taken to tackle community safety priorities?</p> <p>Do you have adequate processes in place for listening to all sections of the community, including minority and hard to reach groups?</p> <p>Have you ensured that the information collected from community engagement is included in the partnership plan?</p>			
	The public meetings must be attended by individuals who hold a senior position within each responsible authority.	Do senior representatives from each of the responsible authorities attend the public meeting/s?			
	The Strategy Group shall take steps as it considers appropriate to bring to the attention of persons who live or work in the area, or who might otherwise be interested, information about what was discussed at such meetings and where the meetings are to be held.	<p>Are the community made aware of the community focused meetings being scheduled?</p> <p>Do you have appropriate structures and documents in place to ensure that all community members, including hard to reach and hard to hear communities can be involved in any community meetings being scheduled?</p> <p>Are you taking steps to ensure that the community will receive regular feedback and update on the progress of the partnership?</p>			

ASSESS

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Getting the information you need	Certain sets of depersonalised information must be shared on a quarterly basis.	Do you share all of the required datasets on a quarterly basis in electronic form?			
	<p>The following information needs to be considered when preparing a strategic assessment:</p> <ul style="list-style-type: none"> • Information from the responsible authorities • Information from wider partners • Information from the overview and scrutiny committee considering crime and disorder matters • Information provided by the community; and • The previous partnership plan 	<p>Do you have the information from other partners that you need to build a profile of your community and the community safety needs?</p> <p>Do you understand the information requirements and what they mean for the partnership?</p>			
	In undertaking any community consultation, the partnership must have regard to the results of any other consultation activities undertaken by the responsible authorities.	Does all the relevant information gathered through community consultation activities feed into your priority setting processes?			
	<p>In preparing the strategic assessment the partnership will seek:</p> <ul style="list-style-type: none"> • Views from the community on the levels and patterns of crime, disorder and substance misuse; and • Views from the community on matters that need to be prioritised by the partnership. <p>In seeking those views, the partnership will ensure they are sought from:</p> <ul style="list-style-type: none"> • People who appear to represent the interests of as many groups or persons within the area as is reasonable; and • Those likely to be affected by the priorities. 	<p>Do you consider views from the community in preparation of the strategic assessment?</p> <p>Are you targeting your community consultation activities to diverse groups within the community and those likely to be affected by your priorities?</p>			

ASSESS (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Determine priorities	Each year the partnership shall prepare a strategic assessment to assist in producing or revising the partnership plan.	<p>Do each partner know what is required to produce a strategic assessment and what it means for your organisation?</p> <p>Is there the analytical capacity/capability across the partnership to support the strategic assessment?</p> <p>Have the partnership produced a strategic assessment for this year?</p> <p>Has the partnership embedded problem-solving and evaluation processes within your business planning?</p>			
	<p>The strategic assessment must include:</p> <ul style="list-style-type: none"> • Analysis of the level and patterns of crime, disorder and substance misuse • Changes in the level and patterns of crime, disorder and substance misuse since the last strategic assessment • Assessment of the extent to which last year's plan was implemented. 	<p>Does the strategic assessment include the required information?</p> <p>Has the partnership sufficient links with other strategic assessments in your area?</p> <p>Has the partnership ensured you have worked together as a partnership to identify those most vulnerable and at risk?</p>			
	In preparing the strategic assessment the partnership will reflect views from the community on matters that need to be prioritised.	Is the partnership clear of the priorities for your area, based on what the community thinks and what your information says?			

ASSESS (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Partnership working in two-tier areas	The strategic assessment must outline the priorities to escalate to the county level.	<p>Does the partnership have a process to escalate priorities to the county level and identify county priorities?</p> <p>Does the partnership have a process for ensuring that district level priorities are fed into the Local Area Agreement?</p>			
	The county Strategy Group will prepare a community safety agreement based on individual strategic assessments of partnerships within the county.	<p>Does the partnership have a process to prepare a community safety agreement?</p> <p>Has the partnership made sufficient links to other partnerships (e.g. Local Criminal Justice Board, Regional Reducing Re-offending Board).</p> <p>If the partnership is in the county Strategy Group do you know what you are required to do in order to support delivery in two tier areas?</p>			
	<p>The community safety agreement will identify:</p> <ul style="list-style-type: none"> • Ways of co-ordinating across the county to address priorities and • How the responsible authorities might otherwise contribute to reducing crime, disorder and substance misuse through closer joint working across the county. 	<p>Can the partnership identify areas, themes or issues for cross partnership working?</p> <p>Does your community safety agreement include ways in which the community safety partnerships will work together to make a better use of their joint resources?</p> <p>Are your delivery mechanisms aligned across the county to ensure joined up delivery of cross border priorities?</p>			

PLAN FOR ACTION

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Prepare the Plan	The plan has to be a three year plan.	Have you developed a three year partnership plan?			
	The plan must be revised annually.	Are there processes in place to revise and update this annually?			
	The plan has to include a strategy for tackling crime and disorder in the area.	Does the plan detail a strategy for tackling crime and disorder priorities in your area?			
	The plan will contain the priorities identified through the strategic assessment.	Have you ensured that your plan contains the priorities identified through the strategic assessment?			
	The Plan has to contain information about the role of each partner in supporting delivery of the priorities and how this will be resourced.	<p>Have you ensured there are actions ascribed to relevant partners?</p> <p>Have you considered how you will resource the delivery of your priorities?</p> <p>Have you ensured that the decisions made have been influenced by the priorities that you have identified and also have the ability to deliver?</p> <p>Have you maximised the opportunities for the joint delivery of actions?</p> <p>Have you considered ownership of any individual action plans?</p>			
	The plan should contain information about the way in which performance against priorities will be measured.	<p>Does your plan contain details of how you will measure performance against priorities?</p> <p>Are there effective performance management arrangements in place?</p> <p>Have you ensured that there are arrangements within the partnership plan to review the economy, efficiency and effectiveness of the partnership's work?</p>			
	The Plan will also contain information about the way in which the partnership will engage with their communities.	<p>Have you identified the correct medium for engaging and sharing information with the community, including those who are hard to reach and hard to hear?</p> <p>Have you ensured that aspects of the partnership plan can be shared with the community?</p>			

PLAN FOR ACTION (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Publish Summary	The partnership have to publish a summary of the partnership plan in a format of their choice, but in a way that makes it available to diverse groups in their communities.	<p>Have you considered the most effective way to publish the summary plan?</p> <p>Are you making the best use of other avenues of publication?</p> <p>Are you making use of the Hallmarks of a good local policing summary?</p> <p>Have you ensured the plan summary can be accessed by diverse communities?</p> <p>Do you know that the messages of the partnership are reaching the intended audience?</p>			

DELIVER

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Implementation	The Strategy Group is responsible for the implementation of the partnership plan.	<p>Are there appropriate processes and structures in place to deliver the priorities outlined in the partnership plan?</p> <p>Do you have action groups structured around your key priorities?</p> <p>Are these groups delivering what is required to meet the objectives set out in the partnership plan?</p> <p>Are there clear processes for allocating tasks and resources to delivery groups and bodies?</p> <p>Are resources being deployed where they are needed most?</p> <p>Are you familiar with the planning processes and the links to other areas of partner business?</p> <p>Is there an effective performance management framework?</p> <p>Within the Strategy Group are you able to constructively challenge each other in order to improve performance?</p>			
	The partnership plan must set out the extent to which people living or working in the area might assist the partnership in reducing crime, disorder and substance misuse.	<p>Does the plan detail how local communities might assist the partnership in reducing crime, disorder and substance misuse?</p> <p>Are you actively seeking ways to involve diverse groups within your community in problem solving initiatives?</p>			

DELIVER (continued)

	STATUTORY REQUIREMENTS	IMPLEMENTATION CHECKLIST	YES	NO	ACTION REQUIRED
Solving Problems	There are no statutory requirements regarding how partnerships tackle their crime and disorder problems.	<p>Do you understand the various problem solving models and how they can be applied to the business of the partnership? Are they being used appropriately?</p> <p>Is the partnership able to respond flexibly to emerging issues within the community?</p> <p>Do you have a process for weighing up emerging issues with existing priorities?</p> <p>Do you understand the relationship between the partnership delivery structure and the National Intelligence Model approach?</p>			
Evaluating Impact	The strategic assessment must include an assessment of the extent to which last year's plan was implemented.	<p>Do you know how effectively your previous partnership plan has been implemented?</p> <p>Do you understand what makes a good evaluation?</p> <p>Have you embedded the need to evaluate within these projects?</p> <p>Have you made resources available to carry out evaluation?</p> <p>Do you have a process for learning from previous evaluations and do you share the results of your evaluations with others?</p> <p>Does the partnership include lessons learnt within its strategic assessment?</p>			
	The Strategy Group must have in place arrangements for assessing the value for money of partnership activities.	Does the Strategy Group consider 'value for money' when commissioning and evaluating projects?			

