

**ORIGINATOR: POLICY OFFICER (LH)**

**DECISION NUMBER:** 10 - 2017

**REASON FOR SUBMISSION: FOR DECISION**

**SUBMITTED TO: POLICE AND CRIME COMMISSIONER**

**SUBJECT: AWARD OF CRIME AND DISORDER REDUCTION GRANT –  
NEIGHBOURHOOD WATCH**

**SUMMARY:**

1. The Police and Crime Commissioner can commission services that:
  - a) secure, or contribute to securing, crime and disorder reduction in Suffolk;
  - b) are intended to help victims or witnesses of, or other persons affected by, offences and anti-social behaviour.This is in accordance with the provisions in the Anti-Social Behaviour, Crime and Policing Act 2014. In applying this provision, the PCC will ensure that the services commissioned are also consistent with the Suffolk Police and Crime Plan 2013 – 2017.
2. Following discussions between the PCC and Suffolk Neighbourhood Watch Association this report seeks approval to award a Crime and Disorder Reduction Grant to Neighbourhood Watch for up to £500.
3. The funding will enable crime and disorder reduction activity focussing on supporting effective community safety and crime prevention activity and in particular raising awareness.

**RECOMMENDATION:**

That the PCC approves a grant of up to £500 to Suffolk Neighbourhood Watch.

**APPROVAL BY: PCC**

The recommendation set out is agreed.

**Signature**

*Tina Parnmore*

**Date** 6<sup>th</sup> April  
2017

## **DETAIL OF THE SUBMISSION**

### **1. INTRODUCTION**

- 1.1 The Police and Crime Commissioner (PCC) is able to utilise his resources to commission services from anyone who can provide the community safety related services that they believe will contribute to their police and crime objectives including secure, or contribute to securing crime and disorder reduction.
- 1.2 This report seeks approval to award a Crime and Reduction Disorder Grant of up to £500 to Suffolk Neighbourhood Watch to produce leaflets.

### **2. SUFFOLK NEIGHBOURHOOD WATCH**

- 2.1 Suffolk Neighbourhood Watch Association (SNWA) helps make neighbourhoods more secure and communities feel safer. The main objectives of Neighbourhood Watch are to:
  - prevent and reduce crime in neighbourhoods;
  - help provide reassurance to communities;
  - provide appropriate and up to date crime reduction advice;
  - encourage members of communities to be alert and watchful in looking after themselves and others;
  - act as a channel of communication – passing on timely information from the police to the community and from community to police – to help prevent and detect crimes.
- 2.2 The funding applied for will be used to print 10,000 A5 double sided leaflets and 10,000 tri-folded leaflets. Initial drafts are attached at annex A.
- 2.3 The leaflets provide information about how communities can set up a new scheme in their street or area and will contribute to the Police and Crime Plan objectives through supporting effective community safety and crime prevention activity. The location of leaflet drops should be in areas where Neighbourhood Watch schemes are not already in existence.
- 2.4 Neighbourhood Watch will inform the PCC on the outcomes of the project including:
  - the number of leaflets distributed;
  - an assessment of impact in terms of rejuvenating Neighbourhood Watch schemes, awareness raising and crime reduction.

### **3. FINANCIAL IMPLICATIONS:**

- 3.1 Funding of £500 is being applied for to cover printing of 10,000 A5 leaflets and 10,000 Tri-folded leaflets.

#### **4. CONDITIONS OF AWARD**

4.1 The following conditions will apply should a grant be awarded.

- (i) The fund will be allocated to projects, initiatives or events in Suffolk which support the objectives set out in the [Police & Crime Plan](#);
- (ii) All grants are one-off payments that can be used to pump-prime a project or pay for a one-off event;
- (iii) The PCC is not be responsible for any on-going costs associated the project/initiative;
- (iv) In normal circumstances the funding will not be made available to support staff salaries, core business activities, overheads/costs associated with business administration or capital projects of the recipient;
- (v) Projects approved under this process should be completed in the financial year 2016/17 and only in exceptional circumstances will a carry-forward be agreed;
- (vi) The award must only be used for the purpose set out in the application or as approved in writing by the PCC. The PCC must be notified as soon as reasonably practicable if the organisation ceases operation, the project does not go ahead, or if an underspend is forecast. All underspends must be returned to the PCC;
- (vii) By accepting the award the recipient makes a commitment to acknowledge the PCC's support publically and must acknowledge the PCC in all promotional work, as well as display the PCC's logo in all publicity associated with the initiative;
- (viii) All recipients of funding will be expected to provide information on outcomes, including a written summary on how the project supported objectives in the Police & Crime Plan (a monitoring form will be made available to help with this process). The PCC also reserves the right to hold the recipient to account at the Accountability & Performance Panel;
- (ix) The award may not be used to support or promote political or religious activity.

#### **5. OTHER IMPLICATIONS AND RISKS**

5.1 There are no major implications or risks associated with this decision paper.

| ORIGINATOR CHECKLIST (MUST BE COMPLETED)  | PLEASE STATE 'YES' OR 'NO' |
|---|----------------------------|
| Has legal advice been sought on this submission?  | Yes                        |
| Has the PCC's Chief Finance Officer been consulted?   | Yes                        |
| Have equality, diversity and human rights implications been considered including equality analysis, as appropriate? | Yes                        |
| Have human resource implications been considered?   | N/A                        |
| Is the recommendation consistent with the objectives in the Police and Crime Plan?                                  | Yes                        |
| Has consultation been undertaken with people or agencies likely to be affected by the recommendation?               | Yes                        |
| Has communications advice been sought on areas of likely media interest and how they might be managed?              | Yes                        |
| Have all relevant ethical factors been taken into consideration in developing this submission?                      | Yes                        |

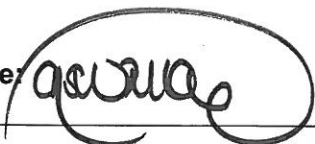
In relation to the above, please ensure that all relevant issues have been highlighted in the 'other implications and risks' section of the submission.

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to the PCC).

**Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature



Date

5/4/17



## A5 Leaflet (draft)

## Neighbourhood Watch

The most successful crime reduction initiative.....ever

"Setting up a scheme brings neighbours together to create stronger, friendly, active communities where crime and anti-social behaviour are less likely to happen"

### Why not join us?

NEIGHBOURHOOD WATCH is the UK's largest membership organisation, including over 173,000 coordinators working with 3.8m households, of which there are already over 1000 schemes in Suffolk

Creating safer neighbourhoods in Suffolk

working in partnership with



NEIGHBOURHOOD WATCH ASSOCIATION



Have you read the guideline "Setting Up and Running a Neighbourhood Watch Scheme in Suffolk" - please tick box to confirm ☐

Have you spoken to neighbours in the area to ensure there is enough support to set up a scheme? - please tick box to confirm ☐

Insert how many properties are to be included in the proposed scheme

Main Contact Details for Registering the Scheme:

Email:

House/Flat No. or Name

Road/Street

Town/Village

Postcode


Home phone

Mobile phone

Choose a name for your proposed scheme. e.g. xxx Road NW, or "xxx Watch NW" etc

Once completed, this form should be sent to:  
Suffolk Neighbourhood Watch Association,  
Community Safety Department, Landmark House, Ipswich IP1 5PF

Online form submission via: <http://www.suffolknwa.co.uk/join.html>




## Neighbourhood Watch

The most successful crime reduction initiative.....ever




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**"Setting up a scheme brings neighbours together to create stronger, friendly, active communities where crime and anti-social behaviour are less likely to happen"**

**Guidelines to setting up and running a neighbourhood watch scheme in Suffolk**

Suffolk Neighbourhood Watch Association,  
Community Safety Department,  
Landmark House,  
Ipswich  
IP1 5PF

Suffolk Neighbourhood Watch Association  
working in partnership with  
  
Suffolk Police and Crime Commissioner

SUFFOLK NEIGHBOURHOOD WATCH ASSOCIATION  
Creating safer neighbourhoods in Suffolk

## Guidelines to setting up and running a NEIGHBOURHOOD WATCH scheme in Suffolk

### What's involved?

The first step is to talk to your neighbours and see who is interested and how they'd like to improve the area. You don't need everyone in your road/area to be interested, though the more involved the better.

### What sort of things should we do?

Each scheme is unique to its own community. Some schemes make it their priority just to receive current crime information and advice which can then be passed onto members. Other schemes extend their activities to include social events such as BBQ's, coffee mornings, producing newsletters and even having days out! You may also need a treasurer if you want to raise funds for the scheme.

### Do I need any equipment?

A telephone and, these days access to a computer and possibly a printer. The equipment does not have to be yours, but you do need someone who is happy to use them on behalf of your scheme.

**All Neighbourhood Watch schemes** need to have a lead coordinator. We also recommend a deputy, which allows for when holidays or illness and the like occur. A co-ordinator shall act as representative, and be able to liaise with the Suffolk Neighbourhood Watch Association.

### Setting aims & objectives for a scheme

One of the most important steps when starting up a scheme is to decide on its aims and objectives. We recommend a simple four-step process for setting the aims and objectives of a scheme.

#### Step 1 - Identify issues

The first step in setting up a Neighbourhood Watch scheme must be to ask: "What do you want to achieve in your street, neighbourhood or estate?" Think about any specific issues that may exist and how Neighbourhood Watch can help reduce them. The easiest way of doing this is, of course, to ask neighbours and other local residents. It might also be useful to look at your area's crime statistics on [www.police.uk](http://www.police.uk). But also remember that there does not necessarily always have to be a problem for a NW scheme to be set up. It can be used as a preventative tool also.

#### Step 2 - Decide what can be done

Once problems or issues have been identified, consider what a Neighbourhood Watch group might be able to do to help solve or improve these situations.

#### Step 3 - How to make it happen?

Think about the resources that will help carry out planned activities. Resources don't just mean money; they also include things like time, space for meetings, and access to resources such as stationery and printers.

#### Step 4 - Review expectations

If plans do not meet the original expectations, it is important that these are altered before they are put into action.

#### Maintaining a scheme

We recommend aims and objectives of schemes are reviewed once a year to ensure that they are achieving their goals. Schemes should change activities and their emphasis to ensure that they always remain responsive to the needs of its members. It's important that you don't treat your original plans as set in stone.

