



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 6 November 2015 1.30pm

Attending: -

Cl Richard Stapleford	RS	Notts Police
Yvette Armstrong	YA	Notts County Council
Chris Thompson	CT	Partnership Office
John Wood	JW	Gedling
Paul Macey	PM	Newark
David Rhodes	DR	City
Sue Sambells	SAS	Broxtowe
Mary Penford MBE	MP	Mansfield
John Lennard	JL	Rushcliffe
David Poole	DP	City
Sam Boote	SB	Keyworth

Apologies: -

George Collins	GC	Newark & Sherwood
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1. Welcome/apologies

2. Minutes of 2 October 2015 Management Meeting

Minutes agreed and all actions complete or ongoing and carried forward.

3. Matters arising from the minutes

SB commented that he had written to P&CC, Paddy Tipping, regarding the disproportionate cuts planned to PCSOs in Rushcliffe. Unfortunately, rural areas are being hit the hardest. RS asked for our assistance in promoting the recruitment of Special Constables in Rural areas. JW thanked JL & SAS for promoting Victim Support via our website & Social Media.

4. Other meetings attended on behalf of NottsWatch

JW had attended a [Remedi meeting](#) to discuss restorative justice. Also attended EM Forum. When the Home Office were responsible for Neighbourhood Watch (NHW), they didn't impose restrictions on the use of their logo. This allowed rogue traders to use the logo and has been reported in some areas. NHWN, who have national responsibility for NHW schemes, have created a new logo and will require each force association (NHW at regional level) to be licensed to use it. They intend to drop the "Home" from Neighbourhood and Home Watch and are developing a simpler website, incorporating links to all approved local websites. NottsWatch fulfil their criteria to be licensed and linked!

In addition to own areas' regular NHW meetings, SAS attended Beeston's PSM on 13 October to promote NHW in that area.

5. Service Level Agreement update (NottsWatch/Police)

RS confirmed ACC Torr is happy to sign off on the SLA discussed at [NW's previous meeting](#) and asked if we would like a 15 minute slot with ACC Torr for a photo opportunity. The Board accepted this offer but suggested it also include the Chief Executive of Notts County Council, when he hopefully signs the Partnership agreement with NW.

6. Service Level Agreement update (NottsWatch/Nottinghamshire County)

YA still needs to agree the SLA with her Legal Department and will ask the Chief Executive to sign this. Practicalities were discussed again regarding Multi Scheme Administrators (MSAs). JW assured YA that there were sufficient Board members who could assist with setting up schemes throughout the county, even if they are out of area. PM has enjoyed much success with setting up 13 new schemes this financial year and offered to assist out of area. He has received several referrals, via the website, which appear to come predominantly from his area. Clearly there is a need and desire for NHW there. SAS reported a general apathy in South Broxtowe, despite her best efforts last year and this, to promote. YA advised we continue to promote in our own areas and review in six months to consider if resources should be reallocated to comply with demand, rather than be divided equally between the seven districts. JW accepted the proposals outlined in YA's Discussion paper. A copy will be distributed to the Board along with the minutes.

YA will prepare a report for Councillor Gilfoyle. She requires number of homes and location of new schemes. **Actions All to provide this information to YA as new schemes created. JL to provide details regarding website requests re new schemes to DR. PM to send DR details of schemes which qualify for County Council grant and expenditure. DR to create and maintain a spreadsheet listing new schemes and expenditure against CC grant for the seven districts.**

7. Objective to encourage/support new NHW schemes – workshop opportunity

Sadly, there has been a lack of response to GC's recent invitation to non Board member MSAs. The Board expressed concern regarding this and SAS suggested an annual renewal of the MSA agreement would be prudent, at the least, in the way of regular contact. YA asked about the purpose of holding a workshop and JW explained it was to review best practise and support MSAs who are not/no longer Board members to promote and set up new schemes. Scheme Administrators were also discussed. PM asked if JL could send a request to all scheme administrators, via the alerts, to contact NW and confirm their scheme is still active and they are still the lead coordinator. Also to offer support, should it be required. **Action JL** The "cleansing" of the alerts database is important but an onerous task.

8. Conference/AGM 2016

JW suggested a working party be established to organise this. SB agreed to assist JL. SAS & JW strongly recommended [Trent Vineyard Conferencing](#), subject to cost. It offers free parking and is close to the new tram line and city centre. Suggested dates Saturday 5, 12 or 19 March 2016. Suggested theme "Working in partnership" and potential guests discussed, such as the Chief Constable and P&CC. SAS suggested as well as hosting a stand maybe several partners, such as Victim Support, could give five minute presentations to highlight their cause. PM suggested we have a raffle for fund raising. **Action JL to send an initial report (bullet points) to JW.**

9. Nottinghamshire Police website (links to NottsWatch & NHW advice)

CT had contacted Police Comms Department who have added the NottsWatch logo (hyperlinked to our website) to all "[Your Area](#)" pages on their website. He has asked they remove reference to county and city on the [NHW page](#). This is a big improvement. JW said many people still believe the police run NHW as they used to so it is very important they can easily locate information regarding NW on the police website. SAS commented to RS that she had found it difficult to locate [CiPD newsletters](#) on the Notts Police website. **Action RS to request the Police intranet page dedicated to CiPD is available on the internet.**

10. Policies for Charity Commission update

DR has been tasked with clarifying NottsWatch policies as required by the Charity Commission. NottsWatch policy regarding children and vulnerable adults clearly needs to be consistent with that of NHWN which has produced a policy dated as recently as 29 September 2015. DR is concerned as to the interpretation of "manager" in this document (does it apply to coordinators?) and asked the committee to look at a copy of the policy for future discussion and agreement. YA offered to liaise with DR in drafting the policy and advised NottsWatch's primary role is to reduce crime and promote community cohesion. **Action DR to draft policies for Charities Commission with YA's assistance and distribute to Board members for discussion at a future meeting. Action taken DR has sent SAS the policy referred to above, for distribution to the Board for their consideration.**

11. Finance update & Treasurer's report

DR distributed an updated report showing two donations. These are £200 from a sponsor, John Stevens Ltd plus the balance of Wollaton & Lenton Abbey's NHW scheme account, £692.99. The latter is reserved until 31 March 2016. Expenditure of £60.19 relating to the previous meeting.

12. Future funding of NottsWatch report

PM advised a mailshot of 200 letters had been sent to leading Nottingham companies seeking sponsorship. Five responses, including one donation of £200 had been received. A disappointing response but now to plan B for a direct approach to local companies to sponsor local schemes. PM advised of a village where their fish & chip shop financed the village's scheme. SB referred to the Keyworth News. They publish an editorial by the local Beat Manager. SB suggested they may publish an editorial from NW, free of charge. **Action SAS to draft a template for Board members to personalise and send to any local business/publication who may be able to offer or promote a request of sponsorship.**

13. Communication & publicity report

13.1 Links on NottsWatch website - As discussed at item 9 above, CT had actioned SAS's email re links. Also, the "Your area" pages have been updated to show consistent info within four sections within most areas:

- Local updates

- Newsroom – this is now showing current news. When viewed a few weeks ago it was linked to the old microsites that are no longer supported.
- Appeals
- Priorities (Set at local PSM meetings)

CT had sent an advert to be distributed via Notts Police's Social Media but neither CT nor SAS had seen this published. **Action SAS to send an amended version to CT, including promotion of financial assistance for new schemes in Notts.**

- 13.2 Update for RS for CiPD Newsletter – RS confirmed newsletters are issued monthly and requires copy by month end. SAS referred to the introduction of a NW section in [Edition 4](#) and the editorial, "Is Neighbourhood Watch dead & buried?" published in [Edition 7](#). JW didn't feel there was anything currently to add to Edition 8 but once the SLA & Partnership agreements were signed, the photograph and a further editorial could be published. Also details of our conference would be provided when a venue, date and theme have been agreed.
- 13.3 NottsWatch Newsletter – DR asked for copy for the December issue but commented that he wanted to complement CiPD newsletters and not duplicate their articles. CT provided DR with a briefing on the use of text messages in fighting rural crime and the following were agreed: **Actions: RS to provide DR with a few lines about the CiPD and recruiting special constables in rural areas plus copy of existing briefing. DR to promote this from community point of view. SB to pass on any material he has re Keyworth which he believes will be of interest throughout the County. Action taken SAS has created a generic NW Christmas card bases on her local example and sent to DR. Action: SB and JL to let DR know date, time, place and theme of Conference so he can give early notice in December newsletter.**
- 13.4 Press Release re current funding opportunities – PM suggested the editorial published in CiPD Edition 7 could be the basis of a press release. **Action SAS to precise this and create a poster to send to local publications. If Board members have a relationship with their local publication, contact SAS. In this instance preferable they personalise the template.** Board members have emailed or brought in local publications, as requested.

14. Reporting of NHW scheme numbers & Alert registrations

	2014	01.08.15	01.11.15	Difference to 2014
Registered in Notts	20905	29842	29938	+9033
Coordinators	912	862	861	-51
Deputies	146	162	164	+18
Members of schemes	984	1795	1821	+837
No. of Schemes	459	578	580	+121
	2042	2819	2846	804
Total users involved in NHW	9.77%	9.45%	(9.51%)	-0.26%

JW asked JL to provide detail regarding location of the new schemes, at future meetings.

15. Any Other Business

- MP has concerns over Mansfield Woodhouse's future and consequently, Mansfield & District NHW's office. She has requested a meeting with their inspector and proposes to invite the P&CC. DR referred to the imminent move of Nottingham Central Police Station and consequently, NottsWatch's office. **RS offered to contact Estates/facilities Department to ensure that both offices are listed for relocation, if and when. Action RS**
- JW advised NHWN agreed with the [Care Quality Commission](#) to promote their organisation by each force area receiving and distributing 2000 information leaflets. They will contribute £100 towards our expenses. JL is already in correspondence regarding this and has requested they be delivered to him c/o West Bridgford police station.
- JW has received a complaint regarding lack of police support for a scheme from their Lead Coordinator. He will liaise with RS to address this.

16. Date for next meeting

Friday, 8 January 2016 1.30-4pm Dunkirk

The meeting concluded 3.45 pm.