



**Management Board Meeting - Dunkirk & Lenton Old Community Centre NG7 2JW
1.30-4pm - Monday 11 September 2017**

Attendance

Sue Sambells	SAS	Chair	South Broxtowe
Paul Macey	PM	Vice Chair	Newark
George Collins	GC	Secretary	Newark & Sherwood
John Lennard	JL	Treasurer	Rushcliffe
Mary Penford - MBE	MP		Mansfield
David Poole	DP		Dunkirk & Lenton
Yvette Armstrong	YA		Notts County Council
Helen Ridley	HR		Notts Police
Leanne Taylor	LT		NHW (National)
Melanie Futer	MF		Nottingham University
Stuart Wright	SW		Mansfield CVS

Apologies

Brenda Barber	BB	Wollaton
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1. Welcome and introductions.

The Chair (SAS) introduced and welcomed guests. Melanie Future – Off Campus Manager for Nottingham University, Helen Ridley, newly appointed Partnership Officer for Notts Police and Stuart Wright – Mansfield CVS Volunteer.

2. Update re Actions from minutes of 24th July 2017 –

- YA – to produce Comms Plan & revisit the NHW review – work in progress.
Action discharged and moved to future Agenda item.
- LT update re data query re contacting city coordinators – LT confirmed all email responses to be followed up by PM. Non email details to be followed up by City Development Officers. Action discharged and moved to future Agenda item as part of the OPCC City project update from LT and PM

3. Matters arising - will be discussed under agenda items 5.1(a) 5.2 (a) (b).

NB: Additional reports distributed with the minutes, will be retained in a monthly folder should they be required, by the Board or NHW member, at a later date.

4. Updates – The Chair SAS invited guests to provide an over view of their role and potential future work with NottsWatch.



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MF – deals with off-campus student relations in Nottingham, working with various partners and the community in promoting student relations and citizenship whilst staying in Nottingham. Various crime prevention promotions take place encouraging students to look after themselves and their personal items. MF also explained how crime information is also circulated in raising awareness. MF welcomes future opportunities to work with NottsWatch.

HR – newly appointed partnership co-ordinator is looking forward to providing support to NottsWatch as part of her role in breaking down barriers between the Police and external agencies.

Briefings prepared in advance and forwarded to SAS covering:

- **Meetings attended** – SAS gave an overview of meetings/board representation during August referencing the focus group discussion with National Neighbourhood Watch in progressing their three year work plan in developing a future operating model incorporating making information relevant for different audiences.

Future updates will be provided by LT.

- **Communication and publicity** – The Citizens in Policing newsletter is now digitalised enabling articles to be cross-referenced, plus maximising social media and website platforms.
- **NCC/OPCC grant update** - New schemes - JL produced details of new schemes for the City and County for info. JL added, future reports will be separated showing new schemes registered/launched in the City/County. Future reports will be submitted quarterly – end September, December and March.

LT – added 5 community groups located in the City are now adopting the NHW principal, via links with colleagues in the city in promoting the NHW concept.

YA – asked if a Project Initiation Document (PID) will be produced as this would be helpful in understanding the new ways of working and the time lines of implementation.

Action: LT to provide a copy of PID

Action: Helen to make contact with the Force Architectural Liaison Officer to explore the possibility of linking with new developers in promoting NHW.

- **Finance** – JL provided current financial statement of expenditure and current balance(s)



NB: Reports distributed to members and are available, by request to admin@nottswatch.co.uk

5. 5.1 – 5.1 (a) - Discussion points re work plan

5.1b – Mansfield & Ashfield Funding/Communication SW explained his involvement and progress in reinvigorating Mansfield/Ashfield NHW and spoke about the community event held in March, resulting in partner engagement supporting NHW groups.

Since this event, an action plan has been produced resulting in 4 Objectives being established in moving Ashfield and Mansfield forward.

- Vision & Strategic direction – ‘Connect to protect’
- Management & Administration
- Communication Strategy
- Sustainability

A further partnership event is being held in September where partners will be asked if they would consider the concept accessing the Neighbourhood Alert system in disseminating information.

SW further explained although the action plan's primary purpose is to promote integrated working, plus promote community health and well-being and refining the NHW infrastructure across Ashfield and Mansfield.

SW is currently seeking two year funding to support the role of a co-coordinator in driving this plan forward asking members of NottsWatch to consider a contribution.

YA – Asked if a costed plan could be provided in seeing exactly what funding is required i.e. salary and on-costs etc., adding this opportunity could provide match funding being attracted from other partners.

SAS – suggested a funding formula to be considered resulting in 2k being committed in principal.

Open discussion resulting in an ‘in principal’ agreement for 2k be set aside

Action: SW to provide costed plan looking at implementation and associated funding.

Action – Committee agreed in principal to set aside 2k allocation.

Action: YA to assist with costed plan.

SW – As part of the implementation plan for Mansfield & Ashfield. SW asked the committee if an individual email account could be set up in promoting new schemes across Mansfield.



JL – asked how this would link with the overall City/County wide monitoring of new schemes.

SW – suggested the promotion of a designated email/phone number in Mansfield would be good in gauging interest and new scheme enquiries would be referred to JL.

Action: Agreed Mansfield and Ashfield promotion to commence with details of launches forwarded to JL.

5.2a/b NHW review – YA provided background info about the role and purpose of the NHW review, plus the short – medium and long term outcomes. Two primary partners supporting the concept of NHW are Notts Police and Notts County Council, where both organisations have signed up to their own agreements.

- NCC – Memorandum of Understanding (MOU)
- Notts Police – Service Level Agreement (SLA)

In keeping the NHW review alive YA is monitoring the review recommendations, particularly Notts Police SLA, particularly now the NHW Association are looking to develop a new way of working.

YA asked HR to help move this forward plus work with LT to incorporate the new ways of working model currently being advocated by National NHW.

Monthly updates will be provided.

Action: YA to meet with HR re refresh of Notts Police SLA, plus short – med and long term actions.

5.3 Recruitment campaign

SAS- provided background information why the campaign was necessary in building future capacity for the NottsWatch committee, highlighting various positions available.

Feedback would be welcomed asap as to the content of each advert prior to distribution to partner agencies to promote.

GC – provided SAS with written feedback.

6. AOB –

LT – Provided a brief outline of support offered by the Co-op.

DP – Suggested NottsWatch representation at the City CDP might be useful.

Action – Agreed this would be looked at in the New Year once the new ways of working product had been developed.



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Meeting Concluded at 16.25

Date of next meeting - Monday 23 October 2017

Dunkirk & Lenton Old Community Centre NG7 2JW -1.30-4pm