

**PARTNERSHIP HEALTHCHECK  
FOR BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS  
November 2015**

Partnership Healthcheck for Bolsover and North East Derbyshire Community Safety Partnerships

**BACKGROUND**

Community Safety Partnerships (CSP) have undergone a number of statutory changes in recent years.<sup>1</sup> The landscape in which community safety partnerships operate has also changed with the election of the first Police and Crime Commissioners in November 2012 and the wider context of central and local government austerity measures and a more joined-up approach to public service.

The statutory responsibility for crime and disorder still remains with the CSP and this healthcheck will help to ensure that CSPs are fulfilling their statutory duties and achieving the best outcomes for the local community.

The Partnership Healthcheck will focus on the fundamental process of joint working for community safety:

- Lead and guide
- Assess
- Plan for action
- Deliver

**BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS**

Bolsover and North East Derbyshire already have a Strategic Alliance, in that they have two Joint Executive Directors who oversee the work in both councils and a number of shared services.

Both partnerships have considered the development of closer working, whilst maintaining their individual identities. It is hoped that this closer working will exploit areas of commonality whilst recognising and celebrating the differences.

The Partnership Healthcheck will concentrate on this proposed development, with the final report capturing the issues raised and making recommendations for future collaboration.

**METHODOLOGY**

The healthcheck will include:

- Project initiation
- Desk-based review of documents
- Qualitative work with stakeholders and practitioners
- Analysis
- Reporting

<sup>1</sup> The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 as amended by the Crime and Disorder (Formulation and Implementation of Strategy) (Amendment) Regulations 2011

## **PROJECT INITIATION**

At this stage we will agree the project aims, timetable and key stakeholders and practitioners.

## **DESK BASED REVIEW OF DOCUMENTATION**

A review of the background documentation, including:

- Strategic assessment
- Partnership Plan
- County Community Safety Agreement
- Minutes of Strategy Group for previous year
- Minutes of Operational Action Group for previous year
- Information Sharing Protocol
- Accounting/funding information
- Minutes of Cabinet meetings over previous two years where decisions were made about community safety or community safety was discussed
- Minutes of overview and scrutiny committee for crime and disorder over preceding year
- Departmental reports for preceding year

This stage of the work will be undertaken off site and any sensitive material will be securely stored.

## **Qualitative work**

This would include:

- In depth discussions with Strategy Group members
- Conversations with key practitioners
- Focus groups as agreed

This work will be undertaken, as far as possible, by a day spent on site. Telephone interviews will be used to ensure contact with those who not able to attend during the day on site.

## **Analysis**

This analysis will draw on all the information and evidence gathered through the desk-based analysis and qualitative work.

## **Reporting**

A concise final report will contain:

- an executive summary
- a detailed assessment of how the partnership is meeting its community safety statutory requirements, including areas of strength and areas for improvement
- recommendations

The report will be delivered during a day on site which will include:

- meeting with key personnel where any changes will be agreed and made before ...
- presentation to the Community Safety Partnership

This final report will be owned by the partnerships, who will be responsible for any decisions about publication and action plans to implement any recommendations.

## **Optional follow up**

If required, we can make a return visit in 6-9 months, to assess the partnerships, progress with implementing any changes.

## TIMESCALES

The project will be delivered through:

- Project initiation meeting on site – half day (held on 11<sup>th</sup> November)
- Qualitative work – one day on site
- Report stage – two meetings on site: one day

These days will be attended by both associates.

In order that this healthcheck is delivered in this financial year, we would expect to work to the following timescale:

- 1 December – Agreement to go ahead from Bolsover and North East Derbyshire Community Safety Partnerships
- 2 Beginning of January – all information provided to Christine Graham Consultancy
- 3 Beginning of February – On-site day
- 4 End of February – Report provided

## RESPONSIBILITIES OF BOLSOVER AND NORTH EAST DERBYSHIRE COMMUNITY SAFETY PARTNERSHIPS

The partnerships will be responsible for:

- supplying all relevant information for the desk-based analysis;
- informing all interested parties about the healthcheck;
- nominating a single point of contact (at each partnership if necessary);
- facilitating the availability of people for the on-site day and telephone interviews; and
- providing accommodation for interviews and focus groups held on site

## RESPONSIBILITIES OF CHRISTINE GRAHAM CONSULTANCY LTD

Christine Graham Consultancy Ltd will be responsible for:

- executing the project plan as agreed;
- confirming all appointments in writing wherever possible;
- conducting telephone interviews where needed to ensure that all key personnel at both a strategic and practitioner level have the opportunity to participate;
- conducting all interviews, phone calls and focus groups in a professional manner respecting the confidence of all interviews, making clear to interviewees if there is any exception to the confidentiality undertaking;
- maintaining the confidentiality of comments and observations made by individuals; these will not be ascribed to them in the report and will remain anonymous;
- offering the opportunity for further comment or confidential follow-up to all interviewees or participants in focus groups; and
- Storing all related material in a manner compliant with the Data Protection Act.

## ABOUT THE ASSOCIATES

Christine and Verity bring many years' experience working with community safety partnerships.

### **Christine Graham**

Christine spent 13 years working in a community safety partnership where she managed all aspects of community safety – leading on partnership governance and performance management. She was seconded to the Home Office as part of their *Tackling Violent Crime Programme*. Since November

2010 Christine has worked with many partnerships providing training, consultancy and mentoring for new practitioners. Christine is Independent Member of Cambridgeshire Police and Crime Panel and Lay Advisor to Cambridgeshire and Peterborough MAPPA.

#### **Verity Ridgman**

Verity worked on community safety for the Home Office for over ten years. She began by managing the Targeted Policing Initiative and subsequently became a Partnership Support Manager, responsible for liaising with partnerships in the North West, South East and East of England through the local Government Offices. She was a member of the working group developing the policy on information sharing reflected in the Crime and Disorder (Prescribed Information) Regulations 2007 and was an assessor for the Tilley Awards for problem-oriented partnerships. She is a member of the Institute of Consulting.

#### **TESTIMONIALS**

'The decision to subject an organisation to a form of external analysis or review is not always an easy one. My reflection on the process is that the consultancy provided an environment which was both challenging in terms of identifying relevant issues, but also reassuring that our core principles and track record were clearly in the right place. The consultancy provided clear and accurate guidance on the aims and objectives of our community safety work and provided a series of clear recommendations which were recognised as key to strengthening our partnership processes.

In terms of the follow-up report, in my view it was comprehensive, balanced and accurate and I have no doubt will provide the focus that we need to retain a strong sense of purpose on reducing crime and disorder locally.

Most importantly, I feel that all partners to the Partnership feel that they had been fully engaged and listened to throughout the process and, as such, I would not hesitate to recommend the service provided by the consultancy as being professional, supportive and clear in terms of a series of relevant actions.'

*Philip Roberts  
Corporate Director  
North Kesteven District Council*

#### **TERMS**

The cost of the Partnership Healthcheck is £5,000 + VAT and subject to the terms and conditions below

Any additional follow-up will be costed separately.

**TERMS AND CONDITIONS**

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersedes all prior discussions, correspondence and representations made prior to the date of acceptance of this proposal unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the contract is accepted by Christine Graham Consultancy Ltd.

**1 Definitions**

The Company means Christine Graham Consultancy Ltd of 8 Crabapple Green, Orton Wistow, Peterborough, PE2 6YR

**2 Acceptance**

Upon accepting a proposal (either verbally, electronically or in writing) provided by Christine Graham Consultancy Ltd, the client agrees that they wish the contract to proceed and agreed to make the payment agreed.

**3 Payment**

Payment will become due within 30 days of receipt of the invoice which will be raised on completion of the contract.

**4 Cancellation**

**4.1 By the Christine Graham Consultancy Ltd**

In the event that Christine Graham Consultancy Ltd is unable to complete the contract as agreed, where possible, an alternative provider will be recommended. If an alternative provider is not available, or is unacceptable to the client, then no monies will be due to company for work undertaken but not delivered. Part payment for delivery for part of the contract may be paid if agreed by both parties.

**4.2 By the Client**

All cancellations must be notified to the Company in writing. Where the Client cancels the contract the Company reserves the right to impose fees for the work undertaken to date towards the final contract.

**4 Quality**

The Company will provide consultants suitably qualified and experienced with regard to the contract subject and will take all reasonable care to ensure that the presentation and content of the contract is made in a professional and competent manner and to the standard appropriate to the contract.

**5 Copyright**

Ownership and copyright of any material produced as part of the contract such as reports, presentations, handouts etc. will be the property of the client.

**6 Interpretation**

This agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts. This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any consistency between such special conditions and the other terms of agreement such special conditions shall prevail.