**Neighbourhood Watch Association Self-Assessment Tool Guidance**

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| **What is the Self**  **Assessment Tool?** | The Self-Assessment Tool has been designed to help Force Area and Borough Neighbourhood Watch Associations that choose to use it, make an informed assessment of how their Association is performing in a range of areas that support effective Neighbourhood Watch activity.  The areas included in the self-assessment are those that support local delivery of the NW 3 year strategic plan and enhance the Associations’ key role to support their coordinators and grow and diversify the NW movement. There are 5 levels for each of these areas against which Associations are invited to make their own assessment of the level at which they feel they are currently operating.  The Self-Assessment Tool is not in any way intended as a top down audit tool to be imposed on Associations. The results are intended for internal use by the Associations themselves and can be used to assist them to develop an action plan that supports the areas they wish to make improvements in.  While Associations are welcome to share their results with the Central Support Team, their peers or their local partners to help identify and source support for their improvement plans, there is no requirement for them to do so.  The Central Support Team can give advice on where there are already support materials available and where there are others in development. The Team can also share ideas and effective practice about what Force Areas and Boroughs can do themselves to support and drive their own improvements in each of the areas covered. |
| **How was it developed?** | The tool was developed by identifying the general functions of Force Area and Borough Associations and the activity of coordinators that they are supporting and highlighting in 5 levels, the stages of development and maturity of those functions.  A working group of Force Area and Borough Association leads has assisted with the development by giving feedback and testing the drafts of the tool with their association members. |
| **Who is it for?** | This self-assessment tool is primarily aimed at Force Area and Borough Associations, however could equally be useful as a tool for Area or District associations. |
| **How can I use it?** | There are several options for use of the tool. Below are some suggestions, though Associations may well come up with more innovative ways to use it:   * Associations could run a seminar with their members focused on all elements of the assessment to discuss and reach agreement on each stage   This initial assessment could be used to create an action plan and /or prioritise improvement work against the areas that the Association feels are most important for them   * Association members could be asked to make their own individual assessment of the level the Association is working at and then these assessments could be combined to give an average score for each area, or the individual results could be discussed at an Association meeting to reach a consensus and agree an action plan and priorities * Two or three assessment areas could be considered at each of the Association’s meetings, with improvement work undertaken against these areas between meetings * Different Associations may wish to share their assessments to understand where there are opportunities for joint improvement work between Associations that are at a similar level or peer support from Associations at a higher level * Where there are similar improvement needs identified across Associations or within a region, requests could be made to either the Central Support Team or one of the local police forces or partners for bespoke support in that area. |

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| **Neighbourhood Watch Area Association Self-Assessment** | | | | | |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** |
| **Force Area / Borough Association** | We have an Association in name only with no allocated roles or responsibilities | We have one or two roles in our Association but are not clear what each should be doing | Our core Association members have roles and responsibilities but are not yet working as a team | All our Association members have clear roles and responsibilities and work well together | Our Association Chair exhibits clear leadership and gets the best out of all the Association members working as a team |
| Our Association is not currently achieving any tangible outcomes | We think we may have achieved some tangible outcomes in some local areas but have no way of knowing for certain | We know we are achieving tangible outcomes in some of our areas but have no means of measuring what these are | We are achieving tangible outcomes and some of our local areas are able to measure these | Our Association is achieving tangible outcomes that we can measure at a local and force area level |
| We do not understand the skills we have or need within our Association | We understand the skills we need within our Association but do not have the necessary process to identify what skills our current members have | We understand the skills we currently have within our Association | We actively try and recruit Association members that have the skills we need and develop necessary skills in our existing members | We have the right balance of skills within our Association |
| Our Association is not visible to members, the public or partners | Our Association has a website but the information on it is out of date and it is not very well used by our members, the public or partners | We keep our website up to date and have started to use other channels such as social media to make our association more visible and share what our local coordinators are doing | We use local partner communication channels and local media in addition to our own channels to promote the work of the association and the activity of our local NW schemes | Our website, social media channels and other communication channels are well used by our members, the public and partners |
| **Planning** | We do not have any means of understanding of the policing and community priorities in our area | We receive information from the police to help us understand the policing priorities in our force area | Local areas receive regular, consistent information from their local police to help them to understand the policing priorities in their area | We have a means of understanding what matters most to our local community | We work closely with both police and partners to gain a full understanding of the issues affecting our local areas |
| We do not have a local delivery plan for our Force Area Association | We have a local delivery plan which reflects what we feel are the main areas NW should be tackling | We have produced our own delivery plan that reflects the force area policing priorities | We have produced a joint delivery plan with the police that reflects the force area policing priorities | We have a joint delivery plan with police and partners that reflects policing and other community safety issues affecting the force area |
| We do not have a strategic plan | We have a strategic plan, but it is out of date | We are in the process of reviewing our strategic plan | We have produced an up to date strategic plan that reflects the national NW priorities in the NWN 3 yr strategy | Our joint delivery plan includes activity to achieve the priorities in our strategic plan |
| **Coordinators and other NW volunteers** | We do not know who our coordinators are, where our schemes are or how many members, we have | We know the location of all our schemes | We have a method of identifying our coordinators | We have a method of understanding the number of NW members we have in our force area | We have a method of identifying our coordinators and members |
| We do not understand the demographic profile of our NW coordinators and other volunteers | We have identified that the majority of co-ordinators are from a small number of homogenous groups. | We have a plan to increase the diversity of our coordinators / volunteers | We are increasing the diversity of people becoming involved | Our coordinators and other local people involved with NW are representative of the local communities in the area |
| We do not provide any guidance to our coordinators about their role, responsibilities and expectations of their behaviour | We tell our coordinators to look at the NWN Code of Ethics and other information about their role on the Our Watch website and expect them to understand and comply with this | We tell our coordinators about their role, responsibilities and the standards of behaviour | We give our coordinators written guidance which reflects their role and responsibilities and the standards of behaviour as outlined in the NWN Code of Ethics | All our coordinators promote and demonstrate the highest standards of behaviour as outlined in our guidance and actively respond to updates from the NWN central support team |
| We believe that our coordinators are generally passive recipients of information | Our coordinators pass on information to their scheme members | Some of our coordinators are proactive within their community to help solve local problems and support vulnerable residents | The majority of our coordinators are proactive within their community to help solve local problems and support vulnerable residents | We have a planned approach for our force area that helps us to manage and direct the activity of our local coordinators in line with our strategic plan |
| The majority of our schemes are in generally low crime areas and we do not understand where we need to target our activity to fill gaps in NW representation | We have identified high crime/hard to reach areas | We have a plan to increase NW presence in high crime areas | We are starting to see more NW involvement in crime prevention activity in high crime areas | NW coordinators are involved in a broad range of range of partnership activity to prevent crime in high crime areas |
| **Effective Practice** | We do not know what our NW coordinators are doing | Some of our coordinators advise the association of what they are doing or planning | We have a means of capturing what our coordinators are doing | We regularly share effective practice between our coordinators and make use of external guidance and case studies to assist them in their activity | We regularly share effective practice by our coordinators with NWN and local press etc. |
| **Training** | We do not understand the training needs of our Association members and coordinators and do not provide any training opportunities | We understand what training our Association members and coordinators need but do not have access to any training provision | We have provided ad hoc training opportunities for our Association members and coordinators | We have produced a training plan to meet the training needs of our Association and coordinators and are starting to look for appropriate training opportunities | We provide training opportunities in line with our training plan to our Association members and coordinators |
| **Campaigns** | We do not run any local campaigns | We have identified campaigns to respond to the needs in our local areas | We use a range of resources, that are provided by the local police, NWN and partners - including the NWN toolkits - to run local campaigns within our local community in an ad hoc way | We would like to develop a more coordinated approach to campaigns and develop a coordinated plan but do not have enough knowledge of what is going on to do this effectively | We use the NWN toolkits and other resources provided by partner organisations to deliver a campaign plan that supports national and local campaign activity |
| **Relationships with Partners** | Our Association has made no attempt to engage with the local police force | Our Association has made attempts to engage with the local police force, but these have not been successful | Our Association receives information from the police force but there is little engagement beyond that | The local police force is represented at Association meetings where relevant | Our Association has reached agreement on the support from local force and overall it works well |
| We have no contact with the councils at either a force or local area level | Local Councillors are encouraged to work with local neighbourhood watches that form part of the association | Our local areas have good relations with their local councillors, but the County / Borough Council / Unitary Authority does not engage with the Association | The County /Borough Council / Unitary authority is represented at Association meetings where appropriate | The Association is represented at Community Safety Partnerships / Safer Neighbourhood Boards and other partnership fora where appropriate |
| We do not know which other local partners we could engage at force or local area level | We understand some of the other main partners that we could engage but have not done so as yet | There are some local examples of joint working between NW groups and other partners, but this is not reflected at force level | The Association has good relationships with other partners at force level and we are starting to identify joint working opportunities | The Association works well with other partners and is / has been involved in several joint projects |
| **Communication** | Our communication systems are rudimentary | We have a means communicating with our coordinators and sometimes forward messages to them | Our association regularly communicates and transacts with our coordinators and the public | We use social media and other interactive communication channels for regular two-way communication with our coordinators and the public | We have developed a communications plan to give structure and form to our communications |
| **Funding** | We have not identified a need for funding and /or don't know how to access funding | We need funding for materials / deliver events / campaigns and have identified possible funding sources, but are unsure whether we qualify and/or how to apply | We have identified a funding source for our event / campaign / purchase; we have received funding from our local police force that we did not need to bid for | We have someone with the skills to access funding within our association and submitted a bid | We have succeeded in our bid and have delivered or are set to deliver the output. |
| **Relationships with Neighbourhood Watch Network** | We are aware of the national organisation but don't know what it does and are not engaged | We are in contact with the Neighbourhood Watch Network and circulate communications from them such as the Our News newsletter | We are aware of national policies and services. We inform our co-ordinators about them. | We operate in line with national policies, engage and support development of the services of Neighbourhood Watch Network and attend national development events. | We deliver the national organisation's output to our co-ordinators and members; we have an MOU and nominate a representative to attend and vote at Neighbourhood Watch Network AGM's. |