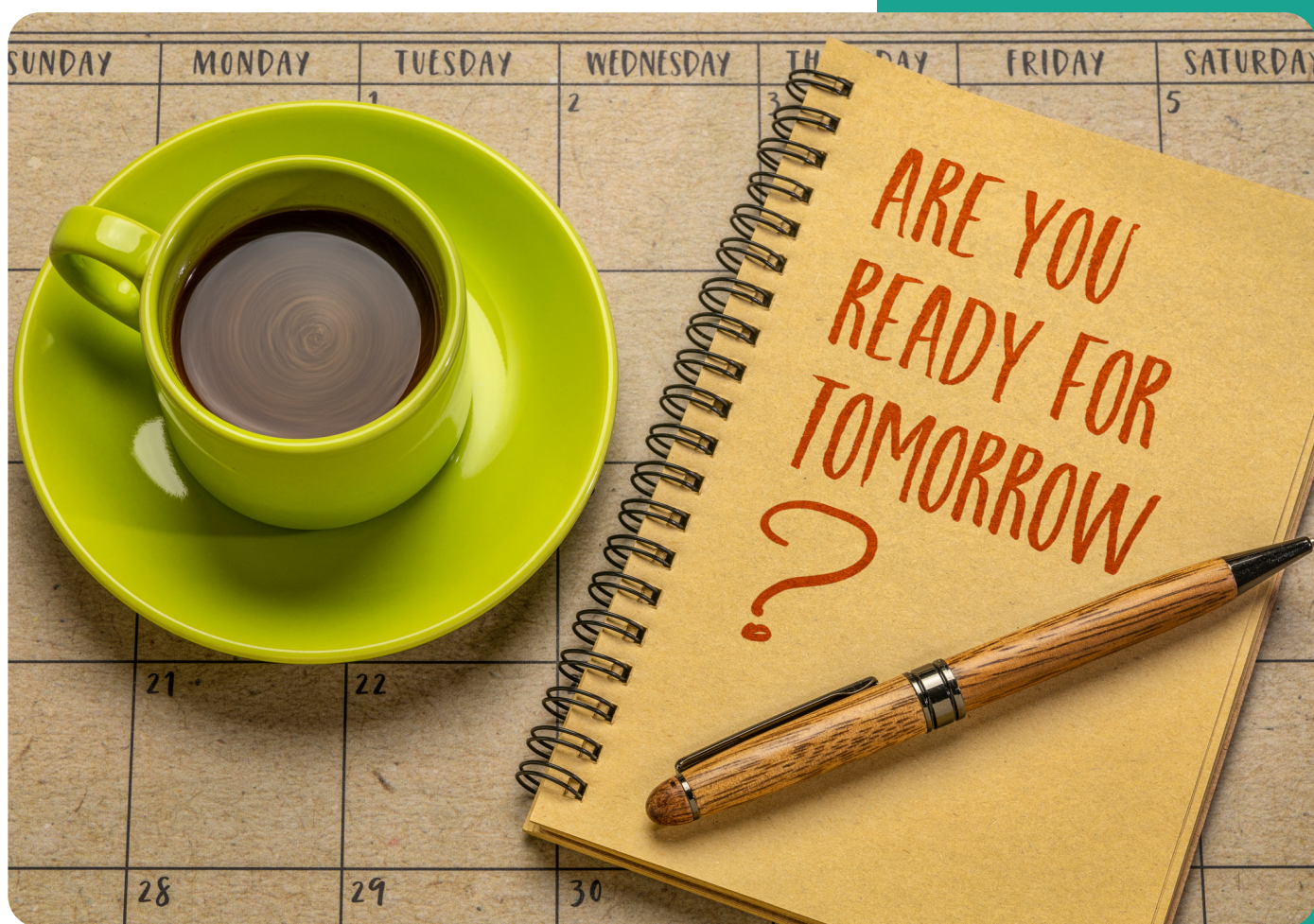


# Thinking about the future **SUCCESSION PLANNING** TOOLKIT



## **FUTURE PROOFING YOUR SCHEME**

Neighbourhood Watch Network is a charity registered in England & Wales, charity no: 1173349

**MAKING THIS A BETTER PLACE TO LIVE. TOGETHER.**

# Introduction



## Hello!

Welcome to your toolkit for Succession Planning. This toolkit will help you to be ready for tomorrow, ensuring your scheme continues when you stop being the coordinator.

The topic of succession is one that you may think about when you want to retire, are moving house, away for a short period, on holiday or suffering from ill health. Going forward we want to help you think about it and plan now, whether you are a newly appointed Coordinator or have been doing the role for years.

Succession planning is not about replacing you but strengthening your scheme and identifying a person or people to support you now and to take over the reins in a seamless way when you stop.

For whatever reason, if you are unable to continue the role, having a succession plan enables your members, partners (police and community groups) and the Association know that the scheme is strong and will continue. This not only offers reassurance to them but to you as well, knowing that all the hard work that you started will continue for the future.

Best wishes

**Central Support Team | NEIGHBOURHOOD WATCH NETWORK**

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## Pack contents

Why should Succession Planning be important to you?

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The steps you can take to plan ahead

---

Recruit a Deputy

---

Register all your members

---

Be an active scheme

---

Helpful tips

---

Support for you

---

Your plan checklist

# Why should Succession



# Planning be important to you?

There are many instances that would prevent you from being able to fulfil your role as a Coordinator and these could be:

- **Time and capacity**
- **Work commitments change**
- **Ill health**
- **Hospitalisation**
- **Going on holiday**
- **Moving home**
- **Retirement**
- **Family emergency**
- **Death**



As you can see there are many reasons why you may not be able to do the role as best as could be for your community. By making a succession plan for your scheme, you will help your scheme and its members to carry on and continue to be effective because of the plans that you have put in place to support it.

We all know that life throws us unexpected curve balls and it is how we prepare ourselves for these which is important. You can do a number of things right now to help you deal with these, by strengthening your scheme.

Leaving your scheme in capable hands knowing that you had a part to play, will provide you with reassurance that your scheme that you have worked hard for, will continue.

In the next few pages we will help you to find the best ways for you to plan for the future of the scheme of which you are a Coordinator.



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# Steps you can take to plan ahead



Developing a plan with your members will help you feel reassured that your work carries on. Here are some things you might consider doing now:

1

## Recruit a Deputy Coordinator

Having a person to support you is really important, as they can step up when you are on holiday or for any other reason.

2

## Register ALL your members

Ensure all your members are registered as members of Neighbourhood Watch. This enables you, your Force Association and Neighbourhood Watch Network to support them better, should anything to you. It also enables others within Neighbourhood Watch or the police or your lists to communicate with them, if needed.

3

## Encourage members to be more active

Ask yourself the question - are you always the one leading community activities? Encouraging your members to plan and lead events will enable more activities to take place and reduce pressure on you.

Remember that your members are capable and may enjoy the chance to plan or lead events if suggested - maybe it's time for a B-B-Q which one of the members would like to do or some members might like to support a local litter pick, so help them to get started!

## A REAL LIFE SCENARIO

A long standing Coordinator had his 300 members on a personal spreadsheet and only a handful registered on the system. When he unexpectedly passed away those 300 members could not be contacted and the new Coordinator had to knock on every door and ask members to register again in the proper way. This took months, causing anxiety to some members, wondering why they hadn't been receiving their usual information or invites and the police being less involved in the area.

# Recruit a deputy



One of the first steps we can take to securing the future of the scheme is to recruit a **Deputy Coordinator**. Their role will be to help you run your scheme and be able to step in when needed, such as when you are on holiday, if you are in hospital or poorly at home, or when you need a break.

A Deputy can be anyone in your scheme and willing to take on the role of Coordinator should the need arise. There are many qualities and skills that a Deputy should ideally have, although not expected to have them all:

- **Eagerness** to learn the role
- **Willingness** to take on the role should the need arise
- **Basic IT** skills
- **Ability** to support or organise activities
- **Knowledge** of members and partners

To become a Deputy they should agree to:

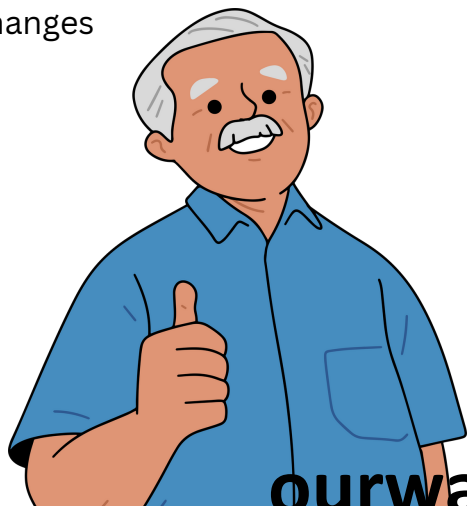
- **Uphold** our **Values**
- **Abide** by **Code of Ethics**
- **Abide** by **Standards of Behaviour**
- **Agree** to **Data Protection policy**
- **Follow** the **Safeguarding Guidance**

These elements are on our website

To allocate the Deputy within the membership system, please login:

<https://members.ourwatchmember.org.uk>

- Go to your **scheme** at bottom of page
- Click on the icon of **3 people**
- Find your new Deputy **name** on list
- Click on the **dark NW logo** on the right
- Change role from **Member** to **Deputy**
- **Save** Changes



## STEPS TO RECRUITING A DEPUTY COORDINATOR FOR YOUR SCHEME

Ask members if they would like to consider becoming a Deputy Coordinator for your scheme

Explain what the role involves, why you do it and what you get out of the role personally and the benefits to your local community

Allocate the Deputy Role to member on Neighbourhood Watch Membership database

Help your new Deputy to learn how to use the Membership Area to message members, add members and update scheme information

Introduce the Deputy to your scheme members, local policing team and other local partners

# Register all members



One of the easiest ways to ensure the future of your scheme is to have all your local members register formally as a Neighbourhood Watch Members. We know that as a fully fledged member they will receive many benefits and will be part of the Neighbourhood Watch movement across England and Wales.

## As a registered member they will receive:

- **New Member Welcome Pack online**
- **Monthly e-newsletter - OurNews**
- **Connection with local policing teams**
- **Member discounts which have been negotiated on your behalf.**
- **Invitations to online events and webinars**
- **Connection with your Force Area Association**
- **Access to our online shop**
- **Invitations to local events**
- **Local crime prevention information**
- **Easily access to crime prevention information**

As the Scheme Coordinator you have a very important role to play in registering your members. You may have your members on a spreadsheet on your computer, but if something happens to you, there is no way of the Association, police or your successor to get in contact with them. This is because sharing this data is against GDPR and the members have not provided permission to share their details with others, only with you.

By encouraging your members to register themselves as recognised Neighbourhood Watch Members, you are enabling them to access the information they want to receive, both locally and nationally.

This ensures that there is an easy transition to your successor, with no need to find details, ask members for permission to share their details again, as all this is done in a click of a button. Your members' details are kept safe and you can rest easy that there has been minimal fuss and confusion.

### Signing members to your group

**Login & go to your scheme**

Sign into your Member Area by using our website and clicking on LOGIN or via [members.ourwatchmember.org.uk](https://members.ourwatchmember.org.uk)

Go to your scheme at the bottom of the HOME page or go to **NEIGHBOURHOOD WATCH TOOLS** and select **MANAGE SCHEMES**

**Start adding your members**

Select the **MEMBERS** icon and you will see **ADD SOMEONE TO YOUR SCHEME**

Complete form, tick the box to agree to terms and click on **ADD TO SCHEME**

**What happens next**

The new member will receive an email asking them to confirm they wish to be a member and you will receive a message to say they have joined.

**Top tips**

- Be friendly and approachable
- Sign up at the door
- Encourage new member to confirm their membership by the email link they will receive

**Did You Know?**

- Your new member has 30 days to confirm that they are happy to join your scheme and have their data in our database
- If after 30 days their data is deleted from the system

**We make this a better place to live. Together**

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# Be an active scheme



When we talk about having an active scheme, this can mean different things to different people. Being active could mean that you regularly meet with your members to address local issues, check in on vulnerable or lonely local people, work with local partners, hold local events or provide intelligence to the police. What being active does mean is doing more than sending emails or electronic messages.

Here are some examples of where you could do to be active:

- **Fresh street signage showing you are a Neighbourhood Watch Scheme**
- **Households having window stickers in their windows**
- **Check in on vulnerable people in person or as part of a phone tree**
- **Carry out Environmental Visual Audits (EVAs) with police and partners**
- **Attend local events to raise awareness of community and crime issues**
- **Hold a street party or similar event**
- **Regular meetings with members**
- **Litter Picks with the community**

For more examples of activities, please visit our website pages [HERE](#).



There are loads of benefits for you and your members to get connected and be active.

It is a great way of bonding people and communities and bringing young and older generations together for a common goal. It enables neighbours to get to know one another and look out for each other.





# HELPFUL TIPS



**Create a  
succession plan  
with your  
members**

**Talk about  
your plan  
with  
partners  
and others**

**Get help from  
the Force  
Association**

**Invite your  
Deputy to  
join the  
Knowledge  
Hub too!**

**Involve your  
Deputy in  
decisions**

**Help tackle  
local issues  
together**

**Manage your  
scheme using  
Alert together**



# Support for you



Talking with your Area Coordinator, if you have one, or with other coordinators via the Knowledge Hub enables you to discuss your thoughts and plans, and get help and share ideas

## Neighbourhood Watch Force Area Association (FAA)

This is the main point of contact for you as a Coordinator. The Association will be able help and support you in your role as they have access to a wide network and local resources.



## Knowledge Hub Forum



Our bespoke online volunteer platform enables you to gain skills and ideas as well as talking with other Coordinators from across the country. You can check out the pages specific for your role

## Central Support Team (CST)

The CST is a small team that coordinates, supports, and represents Neighbourhood Watch supporters, members and volunteers across England and Wales. Our email address is [enquiries@ourwatch.org.uk](mailto:enquiries@ourwatch.org.uk).



# Your plan checklist



Let's review the steps you have taken to put your succession plan in action.



**Recruit a Deputy**



**Register all members**



**Be active and visible**



**Let others know the plan**

**You've done it!**



[ourwatch.org.uk](http://ourwatch.org.uk)

