

SECTION ONE

OVERVIEW OF POLICING AND COMMUNITY SAFETY PARTNERSHIPS

PURPOSE OF PCSPS

PCSPs, which were established in April 2012 under the Justice Act (NI) 2011, provide a mechanism to identify and address local policing and community safety priorities. The role of PCSPs is to help make communities safer and to ensure that the voices of local people are heard on policing and community safety issues.

AIM

The aim of the Partnerships is to empower communities to help develop solutions that will help to tackle crime, fear of crime and anti-social behaviour. The PCSP should deliver a positive difference to communities, contributing to a reduction in crime and enhancing community safety, directly through their own interventions, through the work of their delivery groups or through support for the work of others.

MEMBERSHIP AND STRUCTURE

PCSP membership comprises political members, independent members and designated representatives of other organisations who can have a positive impact upon policing and community safety. The Justice Act requires each Council in Northern Ireland to establish a PCSP and requires Belfast Council to also establish District PCSPs. There are, therefore, 11 PCSPs plus 4 District PCSPs (DPCSPs).

PCSPs comprise 8, 9, or 10 Political Members (Councillors), nominated by the local Council and 7, 8 or 9 Independent Members who are appointed by the Northern Ireland Policing Board. The number of Independent Members is always one less than the number of political members. The Partnership Chair is selected by the Political Members and the Vice Chair by the Independent Members. There are seven organisations designated by the Department of Justice, as listed within the Policing and Community Safety Partnerships (Designated Organisations) Order (NI) 2013, which should be represented on the PCSP and have the same status as Political and Independent Members.

Those organisations are:

- Police Service of Northern Ireland;

- Northern Ireland housing Executive;
- Probation Board for Northern Ireland;
- Youth Justice Agency of Northern Ireland;
- Health and Social Care Trusts;
- Education Authority; and
- Northern Ireland Fire and Rescue Service.

In addition, the PCSP has the authority to designate any organisation it thinks may be able to help the PCSP achieve its objectives.

Each PCSP also has a Policing Committee made up of Political and Independent Members. All Councils will appoint a PCSP Manager and relevant staff to support the operation of the PCSP.

The operation and administration of PCSPs is supported and funded jointly by the Policing Board and Department of Justice, through a PCSP Joint Committee. Further details are at Section 5 of this handbook.

FUNCTIONS

PCSPs have been tasked with contributing, at a local level, to the achievement of strategic targets set out in the Programme for Government, the Community Safety Strategy and the Northern Ireland Policing Plan. Taken together with the PCSP strategic objectives at Section 6 of this handbook, the following overarching functions will shape the work of the Partnerships.

The PCSP will:

- through local community consultation and engagement and drawing on recorded crime data and research, identify and prioritise locally identified and evidenced policing and community safety issues;
- develop a PCSP Action Plan providing local solutions to local problems and regularly monitor the Plan for effectiveness;
- engage with the community, promoting the work of the PCSP;

And through the work of the PCSP Policing Committee it will:

- engage with the community, promoting confidence in the PSNI;
- gain the co-operation and confidence of the community to help the police prevent crime;
- identify, through continuous consultation and engagement, local priorities for consideration in the development of the local Policing Plan; and
- monitor local police performance. An agreed template setting out specific PSNI reporting arrangements to the PCSP is included in Section 4 of this Handbook.

The statutory functions of PCSPs and Belfast DPCSPs as provided for in Schedules 1 and 2 of the Justice Act, are listed in Annex 1 of the Code of Practice on the Exercise of Functions and Section 7 of this handbook.

SECTION 2

INDIVIDUAL ROLES AND RESPONSIBILITIES

INDEPENDENT PCSP MEMBER

Each Member of the PCSP shares a common role in supporting and developing the work of the PCSP to make their community safer. All Members of the PCSP are equal whether they are Political, Independent or Designated Members.

A PCSP Members' principle commitment is to deliver the functions of the PCSP and DPCSP as detailed in the Justice Act (Northern Ireland) 2011, Part 3, Section 21 and 22.

Responsibilities of a PCSP Member

- A. To consult and engage with the local community and statutory groups to identify local concerns relating to policing and community safety.
- B. To identify policing and community safety priorities.
- C. To deliver a reduction in crime and enhance community safety by putting in place implementation structures and delivery mechanisms.
- D. To attend PCSP meetings, training and events and keep up-to-date with subjects relevant to the work of the partnership.
- E. To prepare partnership plans, in line with Joint Committee guidance.
- F. To tackle anti-social behaviour and crime related issues through a partnership approach.
- G. To develop, support and implement projects to enhance community safety.
- H. To monitor and evaluate performance of the PCSP and associated projects effectively.
- I. To ensure the local PCSP Action Plan and policing plan reflects the views and concerns of the local community.

- J. To provide a general forum for discussion and consultation on all matters relating to policing and community safety.
- K. To develop a consistent knowledge and understanding of both community safety and policing.
- L. To work collectively with the other Members to successfully carry out the statutory duties of the partnership.
- M. To raise awareness of the work of the partnership.
- N. To adhere to relevant statutory provisions and financial regulations.
- O. To adhere to PCSP Standing Orders.

POLICING COMMITTEE RESTRICTED FUNCTIONS¹

- P. To monitor the performance of the police in each council area.
- Q. To provide views to the District Commander and to the Northern Ireland Policing Board on any matter concerning the policing of the district.
- R. To ensure improved policing service delivery in partnership with local communities.
- S. To assist with the development of the local policing plan.
- T. To engage with the community to support the police to prevent crime.
- U. To ensure effective engagement with the police and the local community

¹ The functions of PCSP Members mentioned in subsection (2) (a) (b) are restricted functions and exercised on behalf of the PCSP, by the Policing Committee.

PCSP Members may take on additional duties as Chairperson or Vice Chairperson or may chair a subgroup, but a PCSP Member is first and foremost a Member of the PCSP or DPCSP.

PCSP CHAIRPERSON

The PCSP Chairperson is appointed by the council from among the political membership of the PCSP to the office of Chairperson for a 12 month period.

The position of Chairperson is held in turn by each of the four largest political parties represented by the Council immediately after the last local government election.

It is the Chairpersons responsibility to regulate proceedings in accordance with the PCSP Code of Practice and Standing Orders.

It is also the Chairperson's responsibility to ensure that the PCSP delivers against the three strategic objectives.

The Chairperson has responsibility for encouraging the development of consensus decisions and a corporate view on issues which arise as the PCSP discharges its statutory duties.

PCSP Meetings

During a meeting of the PCSP, the Chairperson should ensure that discussion is relevant to the item on the agenda, that no individual or group either dominates or is excluded from discussion and that all Members have the opportunity to make an appropriate contribution. The Chairperson is responsible for ensuring that the meeting is held in a manner that enables the PCSP to conduct its business in a positive, non-threatening environment.

In addition the Chairperson is obliged to:

- Demonstrate a commitment to the work of the PCSP and support and lead his/hers colleagues by attending PCSP meetings, training and other events.

- Ensure Members from the designated bodies are kept informed of information discussed at the Policing Committee.
- Monitor the attendance of PCSP political and independent members in line with the PCSP Attendance Policy and refer issues or concerns to the Northern Ireland Policing Board.
- To maintain a neutral, constructive and harmonious environment at meetings of the PCSP. The Chair must ensure that those participating are not subjected to unreasonable questioning inappropriate challenge, verbal abuse, or challenging an individual's integrity by disputing the truthfulness of the answer provided.
- Encourage a consensus approach and seek to achieve unity of corporate purpose.
- Ensure that the Vice-Chairperson is briefed as necessary so that he/she may fulfil their role
- Ensure that all meetings of the PCSP are properly constituted, that a quorum is present and to be familiar with the business to be conducted and the objectives of the meeting.
- Ensure that the meeting is conducted in an orderly fashion and brought to a close in a reasonable time.
- Ensure that discussion and questions are relevant to the work of the PCSP and are in keeping with the agenda for the meeting.
- Decide if an issue requires to be put to a vote and, if it does, if the proposed motion or amendment is in order.
- Decide points of order and other incidental questions which require decision at the time.

- Adjourn the meeting when circumstances justify or require that course of action to be taken, and
- Declare the meeting closed when its business has been completed.

Media

The PCSP Chairperson is responsible for representing the views of the PCSP to the general public and may be asked to speak on behalf of the PCSP to the media or to inform the public about the work of the PCSP. No other members should speak on behalf of the PCSP without the Chairpersons consent.

Events

On occasion, the Chairperson may be asked to attend events on behalf of the PCSP and, when appropriate, represent the corporate views of the PCSP.

PCSP VICE CHAIRPERSON

The Vice Chairperson of a PCSP will be elected by the Independent Members of the PCSP to serve a 12 month period.

The role of the Vice-Chairperson is to:

- Support the Chairperson in fulfilling the responsibilities set out in the previous section.
- Deputise for the Chairperson as required, and

Commitment and Leadership

The Vice-Chairperson of the PCSP is required to demonstrate a commitment to the work of the PCSP and support and lead PCSP colleagues by attending PCSP meetings, training and other events.

PCSP MANAGER

The PCSP Manager is appointed and managed directly by the Council and responsible for the day to day management of strategic and operational issues

relating to the PCSP. The Manager's role is to provide advice and support to PCSP Members to ensure the effective and efficient operation of the PCSP.

Roles and Responsibilities

In supporting the PCSP Members, the roles and responsibilities of the PCSP Manager include the following:

- To co-ordinate and assist the work of the PCSP in developing and implementing strategic/operational plans.
- To manage and co-ordinate administrative support service for the PCSP, including financial resources relating to the work of the PCSP and to report on the extent to which the PCSP has achieved its objectives.
- To communicate advice and guidance to the PCSP on legislation, policy, commissioning research, Police Service of Northern Ireland (PSNI) statistical reports and publications relating to the work of PCSPs.
- To develop local policies and procedures relating to the work of the PCSP, in compliance with statutory requirements, and act as the designated officer for the purposes of complying with Freedom of Information, Data Protection and Equality legislation and monitor their implementation.
- To network with partners, develop and maintain relationships with statutory agencies and other public and private sector organisations, and identify opportunities to market and promote the positive image of the PCSP.
- To assist the PCSP in identifying policing priorities arising from public consultation as a basis for discussion between the PCSP and the District Commander when developing the Local Policing Plan.

- To develop, with Members, a district wide programme of outreach work in order to enhance the public awareness of the PCSP and to increase the involvement of the public with the PCSP.
- To assist the PCSP in developing plans, aimed at gaining the co-operation of the public with the police in preventing crime and reducing the fear of crime, in conjunction with the PSNI, Northern Ireland Policing Board and other relevant bodies
- To promote the work of the PCSP through the media and other communications channels.

DESIGNATED BODIES

The Justice Act (Northern Ireland) 2011 ('the Justice Act') makes provision for the designation of organisations onto PCSPs. Designation is the mechanism for bringing on board organisations, either statutory, voluntary/community or business-based, that in the view of either the Department of Justice or the local PCSP have a substantial contribution to make in the area of community safety. Designation aims to facilitate joined-up working across statutory agencies and local organisations with PCSPs, to provide effective outcomes for local communities.

There are two forms of designation:

- **Formal designation**, where a number of statutory organisations are designated by an Order, which is made by the Department of Justice ("the Department"). This means that these organisations, must be represented on all PCSPs and DPCSPs across Northern Ireland and, if designated in this way, must nominate representatives accordingly; and
- **Local designation**, where individual PCSPs and DPCSPs may select organisations which they feel can help them in identifying and delivering solutions to local needs. Further guidance on local designation is provided in Section 6.

The organisations which are currently formally designated by the Department are:

- the Police Service of Northern Ireland;
- the Northern Ireland Housing Executive;
- the Probation Board for Northern Ireland;
- the Youth Justice Agency of Northern Ireland;
- the Northern Ireland Fire and Rescue Service;
- the Education Authority; and
- Health and Social Care Trusts (excluding the Northern Ireland Ambulance Service).

These bodies are listed within the Policing and Community Safety Partnerships (Designated Organisations) Order (Northern Ireland) 2013².

Roles and responsibilities

The Justice Act states that any organisation designated by the Department through an Order, or designated locally by a PCSP or DPCSP must provide representation at PCSP meetings. The definition of “a meeting” is decided by the PCSP, and may include relevant thematic working groups, community events and public meetings. Further information on types of meetings held by the PCSP or DPCSP is detailed in the Code of Practice on the Exercise of Functions.

Designated members are equal members of the Partnerships and are expected to actively contribute alongside the political and independent members in all facets of work relating to community safety. The relevant responsibilities of the organisations represented by the designated members will also be recognised in the development and implementation of the PCSP action plan. Designated members will be fully involved in the planning process.

² <http://www.legislation.gov.uk/nisr/2013/38/contents/made>

It is expected that designated members, whether formally designated or designated locally will:

- **Contribute to enhancing community safety** in the local area through participation in the partnership – and through the PCSP's engagement with the community;
- Work with the PCSP on **achieving shared objectives** – for those organisations which are formally designated, their participation will bring benefits to both the PCSP and to the organisation itself, meeting the objectives of both bodies. Designated organisations should actively contribute to the development of the PCSP action plan, by participating in the problem identification and solving process, in keeping with their organisational responsibilities;
- **Provide appropriate representation** – formally designated organisations should:
 - liaise with PCSPs to ensure that they nominate the most appropriate person,
 - nominate representatives who have the authority to make appropriate decisions on behalf of their organisation, have a good knowledge of their organisation's broader remit and are aware of linkages with wider issues, such as relevant commitments in the Programme for Government³, and the Community Safety Strategy⁴; and
 - ensure that relevant information is shared both within their organisation and with the PCSP.
- Be aware that they are **accountable** together with all other PCSP members for the delivery of the action plan. Representatives of formally designated organisations will not be expected to act outside their remit, but where they

³ <http://www.northernireland.gov.uk/index/work-of-the-executive/pfg-budget-economic-strategy.htm>

⁴ <http://www.dojni.gov.uk/index/publications/publication-categories/pubs-policing-community-safety/cs-strategy-20122017.pdf>

have an identifiable contribution to make; this should be detailed in the PCSP action plan.

- Designated members will also work alongside their fellow PCSP members to **engage with the community** to identify local policing and community safety issues of concern; and
- Liaise with other organisations in order to **work collaboratively** on issues that will assist in achieving the projected outcomes of the action plan.

Working in Partnership

The key to effective partnership working is ensuring that all members of the PCSP work together and are committed to achieving the same goal – to make their community safer. Whilst each PCSP may wish to consider setting out terms of participation to ensure **all** members fully understand what is expected of them, there are issues particularly pertinent to designated members:

- **Attendances at meetings** - designated members are expected to attend all relevant meetings of the PCSP. Arrangements for meetings will be agreed by each PCSP but it is likely that the partnership will meet outside normal working hours;
- **Expected contribution** - designated members are expected to contribute to the delivery of the action plan. This expectation should take into account the statutory responsibilities of the designated organisation and should be compatible with the organisation's own strategic objectives. Formally or locally designated organisations are not obliged to make a financial contribution to the PCSP rather their contribution will be their wealth of specialised knowledge and experience that will assist the PCSP address key issues;
- PCSPs should be aware of the **remit** of the designated organisations and tailor their expectations accordingly – these organisations cannot be expected

to act outside their **remit**, but they should contribute to the development of the action plan, as appropriate; and

- The PCSP should act as a **hub for information and knowledge exchange** and representatives of designated organisations should ensure that any relevant information coming from the PCSP, including the Policing Committee, is disseminated throughout their organisation.

Voting rights

A review of PCSPs by the Criminal Justice Inspection Northern Ireland and the subsequent report, published in December 2014⁵, recommended that the voting rights of the formally designated members should be deferred for the duration of this PCSP cycle and reviewed by the Joint Committee in 2019. This recommendation has been accepted by the Joint Committee.

Locally designated members will continue to have the power to exercise their voting rights. Committee meetings to allow them to participate fully in any further discussions.

Local designation

Each PCSP can locally designate organisations which they feel can make a contribution to the work of their PCSP; however they may wish to consider the following issues when making that decision:

- What **level of input** do you require from other organisations to address specific issues identified with the Action Plan? For example, is the issue so significant that it requires a full time member from a named organisation, or would participation on a thematic delivery group for a fixed period of time be more appropriate?
- If the PCSP decide that local designation is necessary it is important to ensure that an **open and transparent criteria** is used for the selection

⁵ <http://www.cjini.org/TheInspections/Inspection-Reports/Latest-Publications.aspx?did=1431>

process – you should be able to demonstrate the contribution they will make and why the PCSP requires their input to specific issues. You should also be mindful of the fact that there may be a number of groups that represent certain local issues.

- **Locally designated bodies can exercise their right to vote** as PCSP members under the Justice Act.
- **Budgetary implications**, as locally designated members are entitled to claim meeting expenses and travel costs these additional costs will have to be met from within the existing budget. No additional funding will be allocated by the Joint Committee to cover these costs.

There is no legislative requirement to locally designate, remember that PCSPs can work with local organisations without the formality of local designation.

SECTION 3

PCSP MEMBERS' CODE OF CONDUCT

INTRODUCTION

This section sets out the Code of Conduct for Members of the Policing and Community Safety Partnerships (PCSPS) and District Policing and Community Safety Partnerships (DPCSPs) which should govern their conduct during their term of appointment as an Independent Member.

Members of PCSPs / DPCSPs are responsible for ensuring that they fulfil their statutory duties under the Justice Act (Northern Ireland) 2011 and other relevant legislation.

In carrying out these responsibilities, PCSP /DPSCP Members, like others who serve the public, should follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life along with the five further principles of conduct that have been adopted by the Northern Ireland Assembly. These are:-

- | | |
|---------------------|--|
| Public Duty | PCSP / DPCSP Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them. They have a general duty to act in the interests of the community as a whole. |
| Selflessness | PCSP /DPCSP Members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends. |
| Integrity | PCSP / DPCSP Members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties. |

Objectivity	In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, PCSP / DPCSP Members should make choices on merit.
Accountability	PCSP / DPCSP Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
Openness	PCSP / DPCSP Members should be as open as possible about the decisions and actions that they take.
Honesty	PCSP / DPCSP Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
Leadership	PCSP / DPCSP Members should promote and support these principles by leadership and example.
Equality	PCSP / DPCSP Members should promote equality of opportunity and not discriminate against any person by treating people with respect regardless of race, age, religion, gender, sexual orientation, disability, political opinion, marital status and whether or not a person has dependants.
Promoting Good Relations	PCSP / DPCSP Members should act in a way that is conducive to promoting good relations by providing a positive example for the wider community to follow and which seeks to promote respect, equality and trust and embraces diversity.

Respect

The exchange of ideas and opinions on policies may be robust but should be kept in context and not extend to individuals being subjected to unreasonable and excessive personal attack. PCSP / DPCSP Members should keep in mind that rude and offensive behaviour may lower the public's regard for, and confidence in, PCSP / DPCSP Members. PCSP / DPCSP Members should therefore show respect and consideration for others at all times.

**Good
Relationships**

PCSP / DPCSP Members should work responsibly with each other for the benefit of the whole community. PCSP / DPCSP Members must treat other PCSP / DPCSP Members with courtesy and respect. PCSP / DPCSP Members should promote an effective working environment within their council.

Between PCSP Members and PCSP staff. The relationship between PCSP Members and PCSP staff must at all times be professional, courteous and based on mutual respect. PCSP / DPCSP Members should show respect and consideration at all times and ensure that their actions do not compromise the PCSP's impartiality.

GENERAL RESPONSIBILITIES OF PCSP / DPCSP MEMBERS

PCSP / DPCSP Members have a general duty to act in the public interest at all times, avoiding conflicts between personal and public interests.

In fulfilling their statutory responsibilities PCSP / DPCSP Members must at all times:

- observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the PCSP;
- maximise value for money by ensuring that services are delivered in the most efficient, effective and economical way, within available resources and with independent validation of performance achieved where practicable;
- be accountable to users of services, the community, the Policing Board and Department of Justice for their activities, their stewardship of public funds and the extent to which key performance targets and objectives have been met;
- ensure that dealings with the public are in accordance with the principle of openness (see paragraph 2);
- act with full regard to the duties and obligations expected of a Member of a public body including displaying respect for equality, human rights and diversity.

REGISTRATION OF INTERESTS

All PCSP / DPCSP Members should declare any personal or business interests, financial or otherwise, which might reasonably be thought by others to conflict with their responsibilities as a PCSP / DPCSP Member. The following procedures are aimed at ensuring that any potential conflicts are identified at an early stage and appropriate action taken to resolve them.

REGISTER OF INTERESTS

The PCSP Manager will maintain a Register of Interests for each Member.

DUTY OF MEMBERS TO REGISTER INTERESTS

- It is a PCSP / DPCSP Member's own responsibility to declare any personal or business interests, financial or otherwise, which the public might reasonably think could influence a Member's judgment.
- PCSP / DPCSP Members should also declare any relevant past interests or potential future interests where the public could reasonably perceive these to influence a PCSP Member's judgment.
- PCSP / DPCSP Members will be asked to notify the PCSP Manager of all such registerable interests. Any subsequent changes or additions to a PCSP / DPCSP Member's registration should be notified immediately in writing to the PCSP Manager.
- If any PCSP / DPCSP Member is uncertain whether they are required to register a particular interest, they should consult with the PCSP Manager.

DECLARATION OF INTERESTS DURING THE CONDUCT OF BUSINESS

PCSP / DPCSP Members must declare a personal or business interest, financial or otherwise, immediately upon becoming aware of the potential conflict or before discussion on an agenda item begins.

Interests of immediate family members and persons living in the same household should also be declared. PCSP / DPCSP Members should consider whether they also need to disclose relevant interests of other connected persons or past and potential interests which might be perceived to affect their consideration of any matter.

As a general rule, PCSP / DPCSP Members should not take part in, and normally

should not be present for, discussions or decisions if they have a personal or business interest, financial or otherwise, in the matter under consideration. In determining whether withdrawal from the proceedings is appropriate, the following test should be applied:-

Would a member of the public, knowing the facts of the situation, reasonably think that their presence could influence the judgment of the PCSP Member or other Members present?

The minutes of the meeting will record any declaration of interest made by a PCSP / DPCSP Member.

Additionally, as the PCSP is required to follow International Financial Report Standards (IFRS), PCSP / DPCSP Members must facilitate compliance with the requirement, under International Accounting Standard 24 for material transactions with related parties to be disclosed in financial statements. 'Related parties' include family members or members of the same household who may be expected to influence, or be influenced by, PCSP / DPCSP Members.

PCSP / DPCSP are reminded that certain provisions in the Local Government Act (NI) 1972 apply to them (a summary of the relevant provisions are attached at Annex 1).

MISUSE OF POSITION

PCSP / DPCSP Members have a duty to maintain the reputation of the PCSP through fair, open and impartial dealings with external contacts. Therefore PCSP / DPCSP Members:

- Should conduct themselves in relation to whoever they may come into contact with in their capacity as PCSP / DPCSP Members in the same manner as they would expect to be dealt with themselves;
- Must not conduct themselves in such a manner which could bring the PCSP into

disrepute;

- Must not use their position to promote their private interests;
- Must not use their position to secure privileges or exemptions for themselves or others;
- Acting as members of political delegations and having contact with government or police officers, must not purport to be acting in their capacity as PCSP Members; and
- Should be careful to avoid any words or conduct in relation to PCSP staff which might give rise to an allegation of bullying.

USE OF PCSP RESOURCES

PCSP / DPCSP Members must not use or authorise others to use, the resources of their Council:

- Imprudently;
- In breach of the PCSP's requirements;
- Unlawfully;
- Other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of their PCSP;
- Improperly for political purposes; or
- Improperly for private purposes.

EXPENSES AND ALLOWANCES

PCSP / DPCSP members must observe the law and the rules governing the claiming of expenses and allowances in connection with their duties as PCSP / DPCSP Members.

PUBLIC COMMENT

- The Chair is the official spokesperson of the PCSP.
- In the absence of the Chair, the Vice Chair or the secretary to the PCSP may determine what information is to be made public.

- Whenever a PCSP / DPCSP Member expresses a personal or political opinion on an issue relating to their statutory functions, it must be made clear from the outset that the Member is not purporting to speak on behalf of the PCSP. The Chair and Vice-Chair shall be mindful of their representative positions on behalf of the PCSP in making public comments of a personal or political nature relating to the PCSP.
- In public sessions of PCSP meetings, questions should not be asked nor answers given where they are likely to identify individuals in a context or situation where the consequence of the individual being so identified might cause the individual to suffer a real and immediate risk of harm or disproportionately infringe any other human rights of the individual or the individual's family; or where the questions and answers might unfairly deprive the individual of due process or a fair procedure.

CONFIDENTIALITY

No PCSP / DPCSP Member shall disclose to any person, other than another PCSP / DPCSP Member any information, whether written or verbal or electronically recorded, generated or received by the PCSP / DPCSP Member in his/her capacity as such which breaches the level of confidentiality placed on the information by the PCSP or which would be injurious to the interests of the PCSP or unfairly prejudicial to any other body or person without the authorisation of the Chair of the PCSP.

No PCSP / DPCSP Member shall disclose to any person, other than another PCSP / DPCSP Member the contents of any document or any part thereof or an electronic record bearing any of the protective markings listed in the Information and Data Security Guide annexed hereto without the authorisation of the Chairperson of the PCSP.

It is the duty of PCSP / DPCSP Members to safeguard all official documents (including copies thereof). It is also the duty of PCSP / DPCSP Members to take appropriate steps to safeguard equivalent electronic records.

PCSP / DPCSP Members who do not adhere to, or do not give, an undertaking on appointment that they will comply with the requirements of confidentiality will limit the ability of the PCSP to conduct its business and limit the information made available to them and other Members. It may also result in exclusion from attendance at confidential briefings.

Where information relating to the PCSP functions is proffered to the Chair, and/or the Vice-Chair, on the basis that it is confidential and is not to be disclosed to the PCSP, they may normally only receive that information and withhold it from the PCSP if it is agreed between the Chair and the Vice-Chair that it is in the best interests of the PCSP that the information be received and not disclosed to the PCSP.

HOSPITALITY, GIFTS AND ENTERTAINMENT

As a result of carrying out official duties, PCSP / DPCSP Members may on occasion be offered gifts/hospitality from third parties. Before accepting, PCSP / DPCSP Members should consider if it would be acceptable to the public for such a gift/hospitality to be received. Where a PCSP / DPCSP Member, having considered this issue accepts a gift/hospitality, it should be notified immediately to the PCSP Manager to be recorded in the Council Hospitality, Gifts and Entertainment Register. This disclosure requirement also relates to gifts/hospitality which are presented to a Member's immediate family and persons living in the same household.

PCSP / DPCSP Members may only offer hospitality, at the expense of the PCSP, with the prior approval of the Chair or in his/her absence the Vice-Chair. A pre-condition for any such hospitality is that it will be in the direct interests of the PCSP and will assist the PCSP in fulfilling its statutory responsibilities.

BREACH OF CODE

If an incident occurs where there may be a breach of the Code, or if there is an allegation of a breach, it will be referred to the PCSP Manager in the first instance for informal resolution.

SECTION FOUR

PCSP POLICING COMMITTEE

POLICING COMMITTEE

Each PCSP is required to establish a Policing Committee as provided for in Schedule 1 of the Justice Act (Northern Ireland) 2011. The Policing committee has specific statutory authority for oversight of local policing and gaining the co-operation of the public with the police in preventing crime and enhancing community safety within the district. This model of oversight provided by the Policing Committee, through its political and independent membership, offers a powerful mechanism to achieve this goal.

The Policing Committee is overseen and directly responsible to the Policing Board and should:

- engage with the community, promoting confidence in the PSNI with specific emphasis on engagement with disadvantaged communities and young people
- gain the co-operation and confidence of the community to help the police prevent crime
- Identify, through continuous consultation and engagement, local priorities for consideration in the development of the local Policing Plan. Monitor local police performance.

The work of the Policing Committee should, in so far as is practicable, be undertaken within the context of the full PCSP rather than a separation of structures. It is therefore recommended that the Policing Committee meetings with designated organisations present if they wish should immediately precede PCSP meetings, in order that the full PCSP meeting can be informed by, and build upon, what was discussed and agreed by the Policing Committee.

PCSP guidance on the development of local policing plans is attached at **Annex A**.

Guidelines and a suggested template, outlining specific reporting arrangements of PSNI to the PCSP is attached at **Annex B**.

Structure

- The Policing Committee will comprise of the PCSP political and independent Members.
- The Chair and Vice Chair of the PCSP should also perform that role in respect of the Policing Committee.
- The quorum for a meeting of the Policing Committee is five.
- In the absence of the Chair and Vice Chair the members present should elect a Chair for that meeting.
- Subject to the conditions above the Policing Committee may regulate its own procedure.



Chief Constable's Vision

Police Service of Northern Ireland



The Vision

*“... to build a more confident,
safe and peaceful society”*

Understanding the PSNI's role within broader
society and public service – our part to play

Our Purpose

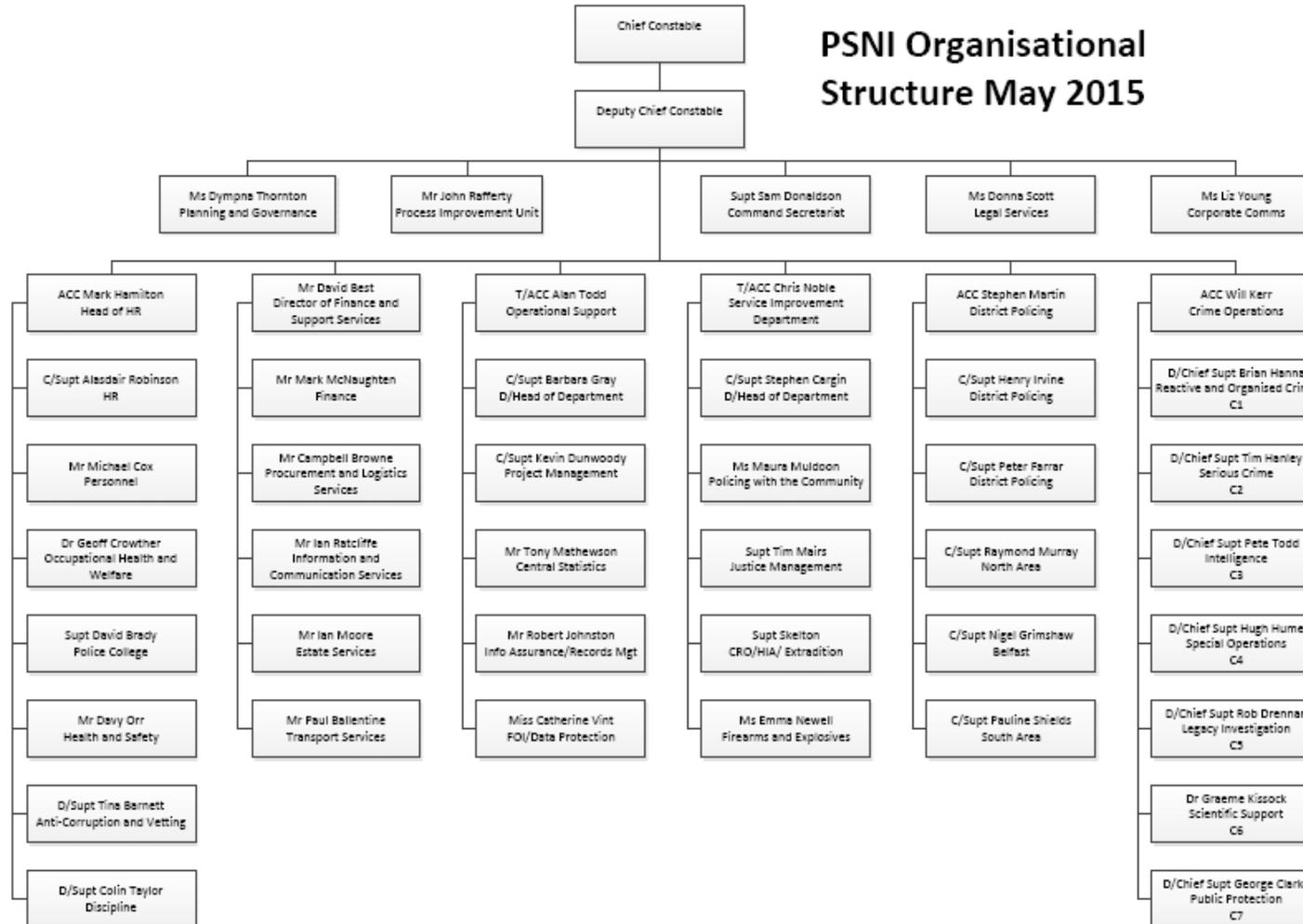
Keeping People Safe by:

- Preventing
- Protecting
- Detecting

The 'What'...



PSNI Organisational Structure May 2015



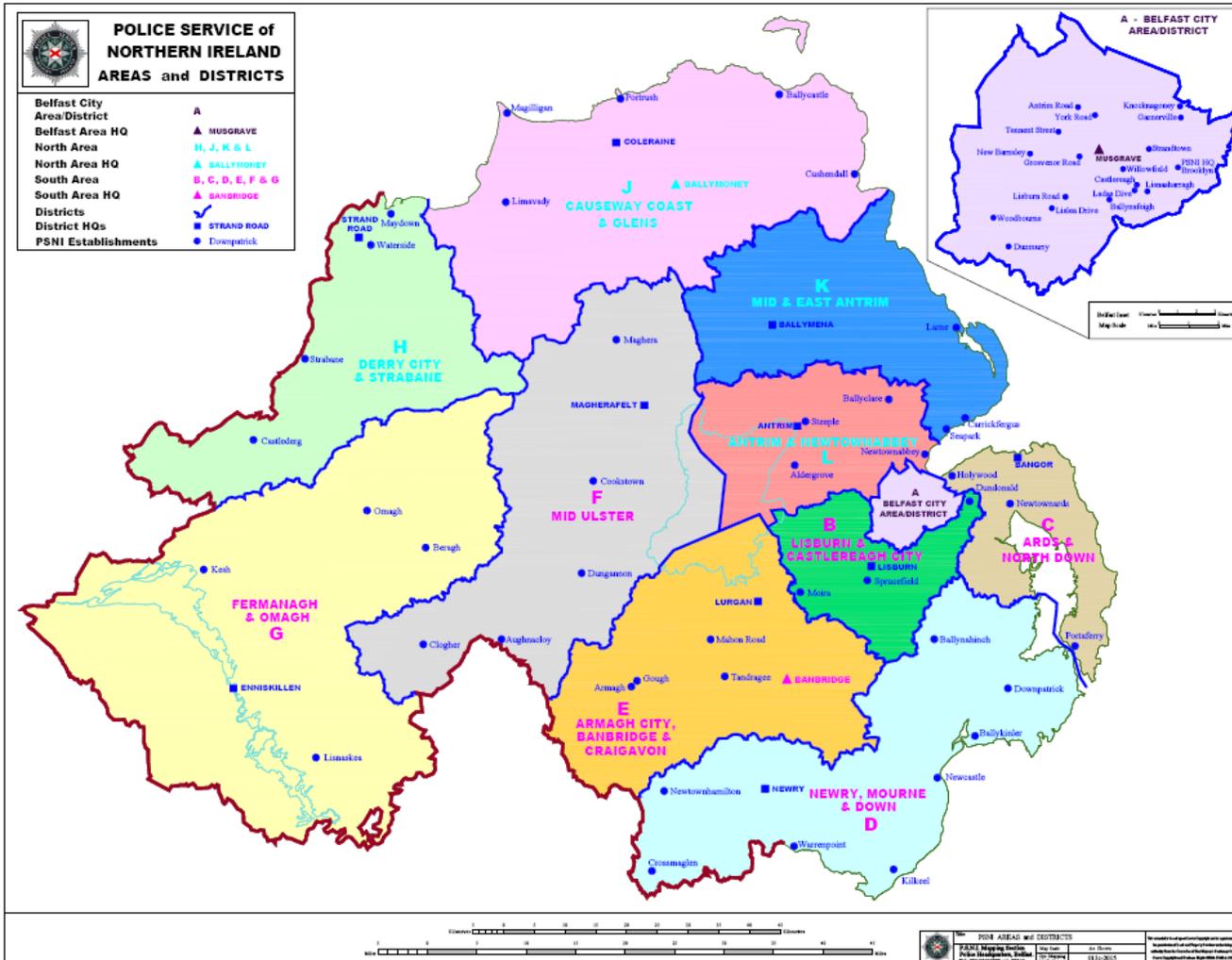
The PSNI district structure now aligns itself with the 11 Councils within Northern Ireland. There is one District Commander at Superintendent level with responsibility for each District, with the exception of Belfast.

The police structure is divided into three Areas, each under the control of a Chief Superintendent

Belfast City Area (A) – Belfast City;

North Area – Derry City & Strabane (H), Causeway, Coast & Glens (J), Mid & East Antrim (K) and Antrim & Newtownabbey (L);

South Area – Lisburn City & Castlereagh (B), Ards & North Down(C), Newry Mourne & Down (D), Armagh City, Banbridge & Craigavon (E), Mid Ulster (F) and Fermanagh & Omagh (G).





ANNEX A

Guidelines for PCSPs & DPCSPs on Local Policing Plans

**Guidelines for Policing & Community Safety Partnerships (PCSPs)
and District Policing & District Community Safety Partnerships**

(DPCSPs) on Local Policing Plans

Part 1: Background

1. This guidance, which has been prepared by the Northern Ireland Policing Board (the Board), contains information for PCSPs and DPCSPs (PCSPs) on their role in developing Local Policing Plans. It looks at all aspects of the role along with the responsibilities of the Police Service of Northern Ireland (PSNI).

The Legislation:

2. PCSPs are statutory bodies established under the Justice Act (Northern Ireland) 2011 (the Act). Specifically Sections 21-23 detail the functions in relation to the Local Policing Plan.

3. Under Section 22 of the Police (Northern Ireland) Act 2000:

- The local PSNI Commander has responsibility to issue the Local Policing Plan; and
- Before issuing or revising a Local Policing Plan, the local PSNI Commander consults the PCSP and takes account of any views expressed.

The Role of the PCSP in the Local Policing Plan

4. Each PCSP will operate a Policing Committee, comprising its elected and independent members. This will carry out functions in relation to:

- identifying priorities (through its consultation activities) for consideration in the development of the Local Policing Plan;
- monitoring police performance against the Local Policing Plan; and
- gaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district.

5. It should be noted that the role of the PCSP is not to approve the Local Policing Plan. The content, format and publication method of the Local Policing Plan is the responsibility of the PSNI however the local commander is required to consult with the PCSP before publishing the Plan. The Local Policing Plan should be consistent with the overall Northern Ireland Policing Plan.

Part 2: Consultation

6. Finding out the views of the public concerning the policing of the district is a key element of an effective PCSP. Consultation⁶ should be:

- A structured, well-planned activity which is integrated into the PCSP year;
- An ongoing year-round activity; and
- Fully inclusive by obtaining the views of a wide range of stakeholders and Section 75 groups.

7. The priorities identified by the PCSP through their consultation activities will form an integral part of the discussion between PCSPs and the PSNI in the development of the Local Policing Plan.

8. The consultation carried out by PCSPs is also an important source of information used by the Board to help identify policing priorities for inclusion in the Northern Ireland Policing Plan.

Other Organisations

9. It is important that PCSPs work closely with their designated statutory partners and this could, for example, lead to joint consultations. In addition PCSPs should consult with any local voluntary/community organisations with an interest or a role in policing, crime, crime prevention or community safety.

Part 3: Using the Outcomes of Consultation

10. By the **end of September** each year PCSPs should:

- Use the outcomes of their consultation to assist in identifying the policing priorities they would like to see included in the following year's Local Policing Plan; and
- Provide the Board with these priorities so that they can be considered in the overall development of the Northern Ireland Policing Plan.

Identifying priorities

11. The results of any surveys (either local or national) will show the issues that people have identified as their biggest concerns, as well as those they want the police to use

their resources in tackling. This relatively straightforward quantitative or measureable data needs to be looked at and analysed along with more subjective or qualitative information.

12. PCSPs should consider as many sources of information as possible and identify the priorities they would like to see included in the Local Policing Plan, bearing in mind factors such as;

- Members' knowledge of the district;
- The seriousness of the impact of the issues on the quality of life of people living in the district;
- The economic/social impacts associated with the issues;
- What will happen if no action is taken regarding issues; and
- Whether the issues require a multi-agency approach (for example in the PCSP's Partnership Plan).
- Recognition of other strategies being delivered locally by partners in relation to policing, crime, crime prevention and community safety."

Informing PSNI of PCSP priorities

13. PCSPs should provide the local PSNI Commander with their policing priorities, ideally by the end of September each year. This will give the PSNI a foresight of the locally identified priorities when considering Measures or Targets for the Local Policing Plan so we suggest that the Policing Committee should liaise with the Local PSNI Commander in advance of the process.

Taking account of other relevant information

14. PCSPs will need to take other relevant information into account in the Local Policing Plan process. This includes:

- The draft Measures/Targets in the Northern Ireland Policing Plan which will be provided to all PCSPs **in November/December** each year;
- Information on local crime trends and PSNI performance against the Local Policing Plan; and
- Information on the extent to which previous years' local priorities met local needs.

Part 4: Production of the Local Policing Plan

15. The PCSP should arrange to meet with the local PSNI Commander to discuss the content of the Local Policing Plan. This process may be handled in different ways. For example, in some areas it may simply be done through a meeting, while in other areas the PCSP and the PSNI may hold a joint planning day or seminar. It is important that any meeting or seminar is scheduled and planned well in advance and not left until after the Board has issued the draft Northern Ireland Policing Plan

16. It should also be remembered that some priorities identified may require a multi-agency approach and, whilst the Policing elements may be important in the context of the Local Policing Plan, the issues may be best addressed in the Partnership Plan.

Forewords

17. The format and content of Forewords to the Local Policing Plan are arranged locally. If the Chair of the PCSP is required to submit a Foreword, this should be within a locally agreed timescale.

Format and Publication of the Plan

18. Whilst the PSNI must consult the PCSP before issuing the Local Policing Plan, PCSP Members should note that the content, format and publication method for the Local Policing Plan is the responsibility of the PSNI. Since 2010, the PSNI policy has been that the Local Policing Plan should only be published electronically on the PSNI website.

19. The Board has no role in relation to the development or publication of any Local Policing Plan however we will provide PCSPs with the relevant information regarding the NI Policing Plan priorities

Priorities not included in the plan:

20. Local Policing Plans typically contain between five and ten Measures or Targets, and it may be the case that not all the priorities identified by PCSPs will be included. If

a priority is not included in the Local Policing Plan, this does not mean the PSNI are not dealing with it or that PCSPs cannot follow up the particular issue with the PSNI.

Part 5: Outcomes, Indicators and Measures/Targets

21. Local Policing Plans are set out in terms of Outcomes, Indicators and Measures, and drawing these up is the responsibility of the local PSNI Commander. The following paragraphs contain further background information.

Outcomes

22. The outcomes should be clear statements of what the police want to achieve by the end of the reporting year. For example: ***Reduced antisocial behaviour***

Indicators

23. An indicator is what is measured to show progress. For example: ***level of antisocial behaviour.***

Measures or Target

24. Measures or targets show exactly what the police are being asked to achieve. They may contain a specific standard and/or timeframe. They will be one of the ways by which PCSPs (and the wider public) can measure the extent to which the police have achieved the outcome. An example of a Measure or target is: ***By 31 March to reduce the incidences of antisocial behaviour by 2% in partnership with PCSPs, the community and partner agencies.***

Qualitative Measures

25. Qualitative Measures may also be included within Local Policing Plans, but there **must** be some way of evidentially quantifying the outcome of any activities, inputs or outputs. Qualitative data is not in numerical form and is typically descriptive in nature. An example of a qualitative Measure is: ***Repeat victims of antisocial behaviour will receive regular and timely updates, ensuring that their concerns are effectively investigated.***

Quantitative Measures

Quantitative data will also be used in the Local Policing Plans as it is may method of assessing progress. Quantitative data is in numerical form and can be put into categories. An example of a quantitative measure is: Number of reports of anti-social behaviour in an area over a specified time period.

Measures set at local level

26. It is for the local PSNI Commander to decide, after consultation with the PCSP, what Northern Ireland Policing Plan Outcomes to incorporate into the Local Policing Plan and what additional, locally focused Measures to include.

27. While Local Policing Plans should be consistent with the Outcomes set out in the Northern Ireland Policing Plan, the Measures set in each local plan may differ according to issues specific to that local area such as crime levels, police performance and the views of local people.

28. Any Measures set in the Local Policing Plan cannot be set lower than the corresponding Target in the Northern Ireland Policing Plan. For example:

Example NI Policing Plan Target	Example Corresponding Local Policing Plan Target
<i>To reduce the number of burglaries by 2%.</i>	<i>To reduce the number of burglaries by 3% (The Target can be set at a higher level but not a lower level than that specified in the NI Policing Plan)</i>

Other Areas

29. While the specific issues identified in the local plan are local priorities, this does not mean that other important issues will not be addressed by the police during their day-to-day operations.



Annex B

Guidelines for Policing & Community Safety Partnerships (PCSPs) on monitoring local police performance

Guidelines for PCSPs on monitoring local police performance

The legislation

1. These guidelines should be read together with the PCSP [Code of Practice](#), particularly Chapter 4 and Annexes 1 and 2, which sets out PCSPs' responsibilities with regard to monitoring local police performance.
2. PCSPs have a statutory responsibility to monitor local PSNI performance. The main duties and responsibilities are found in Section 21 of the Justice Act (Northern Ireland 2011), which states that the functions of a PCSP shall be:

(b) to monitor the performance of the police in carrying out— .

(i) the policing plan (NI) in relation to the district; and .

(ii) the local policing plan applying to the district or any part of the district; .

Effective monitoring

3. To effectively monitor local police performance, PCSPs must ensure they are:
 - a. measuring progress towards achieving targets contained in the Local Policing Plan and the Northern Ireland Policing Plan as it relates to the District,
 - b. gathering information that may be of interest to the local community, including:
 - i. identifying policing issues affecting the local community,
 - ii. negotiating with the PSNI District Commander for these issues to be included in the Local Policing Plan, and
 - iii. negotiating with the District Commander to receive information which is in the local interest, even if it is not in the Local Policing Plan.
 - c. analysing and interpreting information provided in performance reports from the District Commander, and
 - d. asking the appropriate questions of the District Commander when discussing local police performance, and, where appropriate, following up on these questions / issues.

The following paragraphs explain in more detail how this can be achieved.

Public Meetings

4. Through their work, the PCSP and the Policing Committee must provide opportunities by which the community is kept informed and can ask questions about what the members of the PCSP and the local police are doing and why. It is recommended that the Policing Committee should facilitate a minimum of **two** public meetings each year on specific policing issues that may have aroused public interest or concern. The Policing Committee should consider that **at least once a year** the focus of the public meeting of a Policing

Committee should be on police performance. At these meetings, members of the public should be given the opportunity to question the members of the Policing Committee and the PSNI Commander directly on issues of concern and the delivery of local policing services. Members of designated organisations on the PCSP are encouraged to attend public meetings of the Policing Committee, however they have no role in asking questions of the police in relation to what they are doing and why.

Monitoring Police Performance

5. The Policing Committee is responsible for enhancing public confidence in policing through its work in monitoring police performance, ensuring that policing services are delivering for local communities.
6. It is recommended that the Policing Committee's monitoring role is taken forward in private session on a quarterly basis with the PSNI Commander. The Policing Committee should consider that at least one of the public meetings of a PCSP referred to at 4 above should focus on police performance. In advance of the meeting, the Commander will provide a written report of police performance against the targets/measures in the Local Policing Plan and work locally to support the delivery of the Policing with the Community 2020 Strategy. The Policing Committee may also want to consider other policing issues affecting public confidence in policing and maintain a right to request PSNI to report on thematic issues or issues arousing significant public interest. Policing Committee members will have an opportunity to consider and discuss with the Commander issues arising from the report or other policing issues relating to the district.
7. The Policing Committee will also facilitate opportunities for the public to raise issues or concerns about policing delivery at Public Meetings of the Policing Committee. These are referenced at 4 above.
8. The PCSP should discuss the timing of monitoring public meetings with the District Commander, in order to align them with the PSNI's reporting cycle. This will ensure relevant performance information is available to the PCSP in advance of each meeting, whilst allowing the police time to prepare the information. PCSPs should also review the arrangements regarding the scheduling of meetings on an ongoing basis.
9. It may be appropriate to schedule each monitoring meeting in public at least six weeks after the end of the reporting period. In particular, PSNI's statistics for the full financial year are not finalised, and therefore are not available, until May, so scheduling of the twelve month/annual monitoring meeting in public should accommodate this.

PCSP Reports from the PSNI District Commander

10. To effectively monitor local police performance, PCSPs need to receive relevant and timely information on the progress that the police are making in achieving both local and Northern Ireland Policing Plan targets, and other information relevant to the local community. This information should be supplied to the PCSP in the form of a report from the District Commander.
11. As per the Code of Practice, PCSP Reports should be presented to PCSPs in advance of each meeting in public. This will allow PCSPs time to analyse the information contained in the reports and prepare questions for the District Commander.
12. Each PCSP Report should contain progress against each of the targets in the Local Policing Plan and an update on specific issues relating to policing the District that may have aroused the public's interest or concern.
13. When reporting on the six month period ending 30 September and the twelve month period ending 31 March, the PCSP Report should also include the achievement of targets set out in the Northern Ireland wide Annual Policing Plan as they relate to the District, in addition to the achievement of Local Policing Plan targets.
14. The PCSP Report template is shown at Appendix 1. It standardises the content of PCSP Reports, and ensures that each PCSP receives the minimum amount of relevant and timely information needed to carry out its statutory monitoring duty.
15. PCSPs are required to provide the District Commander and the Policing Board at 6 and 12 months with their assessment of police performance. PCSPs should use the District Commander's Report, feedback from the community and information from engagement with relevant Policing Teams to assist in this process.

Asking the appropriate questions

16. Prior to the meeting in public, PCSP members should analyse the information provided in the PCSP Report and prepare appropriate questions for the District Commander. PCSPs should ensure that such questions focus on policing related issues, and avoid questions about individual cases unless they are relevant to the whole community.
17. The District Commander should be informed before the public meeting of any questions that PCSP Members will raise in response to the PCSP Report. This is to allow the District Commander time to provide a detailed answer at the meeting in public.
18. PCSPs should use the meeting in public to ask the District Commander questions about local police performance, the information provided in the PCSP Report and other relevant policing issues. The PCSP should explore issues such as:
 - a. is progress being made towards achieving Local/Northern Ireland Policing Plan Targets and the reasons why/why not progress is being made?

- b. what steps have the local police taken to improve performance in the short term?
 - c. what steps will the local police take in the future to improve performance?
 - d. what can the PCSP do to help? (N.B. the PCSP has a statutory duty to gain the co-operation of the public with the police in preventing crime.
19. The PCSP should use the targets set out in the Local Policing Plan (and the Northern Ireland Policing Plan to a lesser extent) to provide a framework for monitoring police performance on an ongoing basis. An example of a monitoring framework which uses the targets in a typical Local Policing Plan is provided at Appendix 1.
20. Occasionally the PCSP may not be entirely satisfied with an answer the District Commander has given in response to a question. The PCSP may wish to follow this up by writing to the District Commander to request further clarification or a more detailed response.

Analysing/interpreting local police performance information

21. The Policing Board's statisticians are willing to provide advice on how to analyse and interpret local police performance information provided in PCSP Reports and other sources.
22. In addition to PCSP Reports, PSNI performance information can be obtained from other sources. PSNI's Central Statistics Unit (CSU) is the main source of all PSNI statistics, including statistics on crime, security situation, drugs, anti social behaviour and injury road traffic collisions. The information produced by CSU reaches PCSPs via PSNI Performance and Quality Assurance (PQA) Teams who compile the various statistics into PCSP Reports. CSU also publishes PSNI performance information on the PSNI's website:
www.psnipolice.uk/index/updates/updates_statistics.htm
23. Like all police forces in England and Wales, the PSNI adheres to stringent rules laid down by the Home Office, when recording crimes. Information on the Home Office Counting Rules, can be obtained by clicking [here](#)

Further information

24. For further information on these guidelines, analysing local police performance information, public consultation methodology or any other statistical/research issues, please contact Statistics and Research Branch:



25.

Phone: 028 9040 8560

Email: research@nipolicingboard.org.uk



Appendix 1 - PSNI District Commander's Report to PCSPs template

XXX District
Performance Against The Policing Plan June 2015
 Figures extracted XX date 2015
 (Figures for current financial year are provisional)

To report on XX activity (FYTD 1 st April 15 - X date) Eg Drugs				
XXX District	PFYTD	FYTD	Change	% Change
Arrested				
Charged				
Seizure Incidents				

To reduce the number of XX crime type as in local Policing Plan (FYTD 1 st April 15- X date)				
	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				

To achieve a reduction of X % in X crime type. (FYTD 1 st April 15 – X date)				
	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				

To increase the outcome rate in respect of X crime type by X % points (FYTD 1 st April 15 – X date)				
	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				



**Exemplar : To report on the number of burglaries and robberies where older people are victims and to work with the PCSP to reduce the risk of such crimes
(FYTD 1st April 15 – X date)**

Burglaries	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				
Robberies	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				

**Exemplar: To reduce the number of incidents of anti-social behaviour by X%.
(FYTD 1st April 15 – X date)**

	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				

**Exemplar: In partnership with other agencies, to achieve a reduction in the number of people killed in road collisions by at least 60% by 2020.
(FYTD 1st April 15 – X date)**

	PFYTD	FYTD	Change	% Change
PSNI Service Wide				
XX District within Area				
XX Area				

**Exemplar: In partnership with other agencies, to achieve a reduction in the number of people seriously injured in road collisions by 45% by 2020.
(FYTD 1st April 15 – X date)**

	PFYTD	FYTD	Change	% Change
PSNI Service Wide	725	731	+6	
XX District within Area	392	415	+23	
XX Area	40	56	+16	



XX District

Offence group	Recorded crime				Crime outcomes (rate, %)			Crime outcomes (number)	
	2013-14	2014-2015	change	% change	2013-2014	2014-2015	% point change	2013-2014	2014-2015
VICTIM-BASED CRIME									
VIOLENCE AGAINST THE PERSON									
<i>Violence with injury (including homicide)</i>									
<i>Violence without injury</i>									
SEXUAL OFFENCES									
ROBBERY									
<i>Robbery of personal property</i>									
<i>Robbery of business property</i>									
THEFT OFFENCES									
<i>Burglary</i>									
<i>Domestic burglary</i>									
<i>Non-domestic burglary</i>									
<i>Theft from the person</i>									
<i>Vehicle offences</i>									
<i>Bicycle theft</i>									
<i>Shoplifting</i>									
<i>All other theft offences</i>									
CRIMINAL DAMAGE									
OTHER CRIMES AGAINST SOCIETY									
DRUG OFFENCES									
<i>Trafficking of drugs</i>									
<i>Possession of drugs</i>									
POSSESSION OF WEAPONS OFFENCES									
PUBLIC ORDER OFFENCES									
MISCELLANEOUS CRIMES AGAINST SOCIETY									
OTHER FRAUD (NFIB)									
TOTAL RECORDED CRIME - ALL OFFENCES									

Above summary of District recorded crime statistics was lifted from the PSNI website on xx date 2015.



Appendix 2 - Breakdown of Crime Classes, as recorded by the PSNI Violence against the Person	Sexual offences	Robbery
<u>Homocide</u>	<u>Rape</u>	Robbery of business property
Murder Manslaughter	Rape	Robbery of personal property
Infanticide Corporate manslaughter	<u>Other sexual offences</u>	Theft Offences - Burglary
<u>Violence with injury</u>	Buggery	Domestic Burglary
Attempted murder	Indecent assault on a male	Burglary in a dwelling
Intentional destruction of viable unborn child	Sexual assault on a male aged 13 and over	Attempted burglary in a dwelling
Causing death or serious injury by dangerous driving	Sexual assault on a male child under 13	Distraction burglary in a dwelling
Causing death or serious injury by careless driving when under the influence of drink or drugs	Gross indecency between males	Attempted distraction in a dwelling
Causing death or serious injury by careless or inconsiderate driving	Indecent assault on a female	Aggravated burglary in a dwelling
Assault with intent to cause serious harm	Sexual assault on a female aged 13 and over	Non-domestic burglary
Endangering life	Sexual assault on a female child under 13	Burglary in a building other than a dwelling
Causing death by aggravated vehicle taking	Unlawful sexual intercourse with a girl under 14	Attempted burglary in a building other than a dwelling
Causing or allowing death of a child or vulnerable person	Sexual activity involving a child under 13	Aggravated burglary in a building other than a dwelling
Causing death by driving: unlicensed, disqualified or uninsured driver	Unlawful sexual intercourse with a girl under 17	Vehicle offences
Assault with injury	Sexual activity involving a child under 16	Aggravated vehicle taking
<u>Violence against the person – without injury</u>	Causing sexual activity without consent	Theft from a vehicle
Conspiracy to murder	Incest or familial sexual offences	Theft or unauthorised taking of motor vehicle
Threats to kill	Abduction of a female	Interfering with a motor vehicle
Harassment	Sexual activity etc. with a person with a mental disorder	Theft from the person Theft from the person
Cruelty to children/young persons	Abuse of children through prostitution and pornography	Bicycle theft
Child abduction	Trafficking for sexual exploitation	Theft/unauthorised taking of a pedal cycle
Procuring illegal abortion	Abuse of position of trust of a sexual nature	Shoplifting Shoplifting
Kidnapping	Gross indecency with a child	All other theft offences
Assault without injury on a constable	Sexual grooming	Theft in a dwelling other than from automatic machine or meter
Assault without injury	Other miscellaneous sexual offences	Theft by an employee
	Unnatural sexual offences	Theft of mail
	Exposure and voyeurism	Dishonest use of electricity
		Theft from automatic machine or meter
		Other theft or unauthorised taking
		Making off without payment Blackmail



<p>Criminal damage Arson endangering life Arson not endangering life Criminal damage to a dwelling Criminal damage to a building other than a dwelling Criminal damage to a vehicle Other criminal damage</p> <p>Other Crimes against Society</p> <p>Drug Offences</p> <p>Trafficking of drugs Trafficking in controlled drugs</p> <p>Possession of drugs Possession of controlled drugs Other drug offences Possession of controlled drugs (excluding cannabis) Possession of controlled drugs (cannabis)</p> <p>Possession of weapons offences Possession of firearms with intent Possession of firearms offences Possession of other weapons Possession of article with blade or point Other firearms offences Other knives offences</p> <p>Public order offences Violent disorder Other offences against the State and public order</p> <p>Miscellaneous crimes against society Concealing an infant death close to birth Bigamy Exploitation of prostitution Soliciting for the purpose of prostitution</p>	<p>Going equipped for stealing, etc. Possession of items for use in fraud Profiting from or concealing knowledge of the proceeds of crime Handling stolen goods Threat or possession with intent to commit criminal damage Forgery or use of false drug prescription/ Other forgery Possession of false documents Perjury Offender Management Act Aiding suicide Perverting the course of justice Absconding from lawful custody Dangerous driving Vehicle/driver document fraud Bail offences Obscene publications, etc. and protected sexual material Disclosure, obstruction, false or misleading statements etc. Other offences</p> <p>Other fraud Fraud by company director False accounting Fraud by false representation etc. Bankruptcy and insolvency offences</p>	
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Appendix 3 – Definitions and Glossary of Terms

Police Recording of Crime

Recorded crime figures (sometimes referred to as notifiable offences) detail those crimes and offences (including attempts) recorded by the police which are deemed to be indictable or triable-either-way. Certain closely associated summary offences are also counted in the recorded crime figures.

- **Indictable offences** are those more serious crimes which are tried on indictment in the Crown Court by a judge and jury.
- **Triable-either-way offences** are those offences which, under certain circumstances, are triable either summarily in a Magistrates Court or on indictment in the Crown Court.
- **Summary offences** are less serious and are tried in a Magistrates Court before a resident magistrate with no jury.

The number of crimes recorded by the police is dependent on two factors:

1. whether the victim or a representative of the victim brings that crime to the attention of the police or on the crime coming to the attention of the police through some other means (such as the police officer being present at the time);
2. whether that incident is determined as being a recordable offence within the categories laid down by the Home Office in the official counting rules.

Detections

Detections (or clearances as they may alternatively be known) are, broadly speaking, those crimes that have been 'detected' or 'cleared up' by the police. Crimes are counted as 'detected or cleared' in accordance with strict counting rules issued by the Home Office. They are counted on the basis of crimes rather than offenders. For example, if six offenders are involved in a robbery and are all arrested and charged, then this counts as one detection (i.e. the robbery is deemed to be 'detected'). Alternatively if only one of the six is identified and charged while the other five remain unidentified and at large, this also means that the robbery can still be deemed as 'detected'. In this respect detection data differs from conviction data as conviction data counts offenders while detection data counts crimes.

The following methods of detection/clearance involve a formal sanction:

- charging or issuing a summons to an offender (this will not necessarily result in a subsequent conviction at court),
- issuing a caution to the offender,
- having the offence accepted for consideration in court, or
- the offender is a juvenile who is dealt with by means of an informed warning, restorative caution or prosecutorial diversion.



In addition, for the most serious offence types ('indictable only') a non sanction detection can be claimed if:

- the Public Prosecution Service (PPS) directs no prosecution, or
- the case cannot proceed because the offender has died.

Recent Changes in the Recording of Detections

Prior to April 2006 a variety of non-sanction detections could be claimed where police took no further action, the main one being where the victim declined to prosecute. At that time these detection types accounted for around 50% of the PSNI's total detection rate. However, since then some major changes have been introduced which have substantially limited the detection options open to the PSNI.

In April 2006, a higher evidential standard was adopted within the PSNI following the establishment of the Public Prosecution Service in Northern Ireland. Then in April 2007, the Home Office significantly restricted the detection types available to the police, which meant that virtually all non-sanction detections could no longer be claimed as a valid detection. Both of these changes had the impact of greatly reducing the number of non sanction detections to such an extent that the PSNI overall detection rate and its sanction detection rate are now virtually one and the same (only a very small proportion of non sanction detections are now claimed each year).

Detection Rates

The detection (or clearance) rate is the number of detections recorded in a given time period as a percentage of the total number of crimes recorded in the same period.

Violent Crime

Violent crime comprises three main offence groupings – (i) offences against the person, (ii) sexual offences, and (iii) robbery. What violent crime offences have in common is that they involve actual violence or the threat of violence. The degree of violence varies considerably, even between incidents in the same classification. The large majority of incidents categorised as violent crime do not actually involve any significant injury to the victim, although some of the crimes not resulting in injury may still be traumatic for their victims, e.g. threats to kill.

Following the Home Office example, violent crime will not be provided as a crime classification in tables included in future PSNI publications, these crime classifications will be referred to separately.

Vehicle Crime

Vehicle crime comprises the offences of theft from motor vehicles and theft / unauthorised taking of motor vehicles.

Following the Home Office example (and following the recent crime reclassification), PSNI will include a classification of offences against vehicles which includes aggravated vehicle taking and interfering with a motor vehicle, as well as theft of/from



a vehicle.

Anti-Social Behaviour (ASB)

All police forces use command & control systems to record calls for service from the public and to monitor ongoing police activity. The PSNI records around 1,500 incidents per day on its command & control system which equates to around 500,000 per annum. Around 20% of these incidents relate to crimes, while the other 80% relate to non-criminal incidents or reports of ongoing police activity.

In order to get a better understanding of this non-crime activity, the Home Office introduced the National Standard for Incident Recording (NSIR) in April 2006, whereby all police forces in England and Wales recorded incidents in a consistent manner (PSNI also adopted the NSIR). All police forces adopted the same set of closing codes used to describe various incident types along with agreed definitions for each. The incident types covered in the NSIR covered four main groups:

1. Transport
2. ASB
3. Public, Safety and Welfare
4. Crime

ASB is widely viewed as covering both criminal and non-criminal activity. However within the definitions provided by NSIR, the ASB focus is more on incidents of non-criminal activity. The reasoning being that any incident of criminal activity that may be viewed as ASB is already measured within the police's recorded crime figures.

Change to how PSNI records ASB from 1 April 2011

Prior to 1 April 2011, the ASB section within the NSIR comprised 14 incident types (i.e. closing codes) and these were adopted as PSNI's official measure of ASB since the introduction of NSIR in April 2006. The main criticism of this approach to ASB is that it did not encourage call handlers to consider the risk to the caller. Therefore from 1 April 2011 the 14 ASB codes were reduced to three. In doing so the focus is on how the ASB incident being reported impacts on the caller with emphasis placed on identifying vulnerable individuals, communities and environments most at risk.

From 1 April 2011, the PSNI and all police forces in England and Wales changed how they record anti social behaviour (ASB) incidents on their command & control systems. This was to focus more on the needs of the caller rather than the previous approach of categorising the type of ASB being reported. Ultimately, the objective is that vulnerable persons or those who have made repeated reports of ASB are more readily identified on police systems, therefore enabling the most appropriate police response to be provided.

This means that ASB statistics produced from 1 April 2011 are not directly comparable with those produced prior to 1 April 2011.



ASB Types from 1 April 2011

- 1) Personal**
- 2) Nuisance**
- 3) Environmental**

ASB Types prior to 1 April 2011

- 1) Abandoned vehicles
- 2) Animal problems
- 3) Begging
- 4) Hoax calls to the emergency services
- 5) Inappropriate use of fireworks
- 6) Malicious communications
- 7) Noise
- 8) Prostitution related activity
- 9) Littering/drugs paraphernalia
- 10) Nuisance neighbours
- 11) Rowdy nuisance behaviour
- 12) Street drinking
- 13) Trespass
- 14) Vehicle nuisance



Glossary of Terms

ABC	Acceptable Behaviour Contract	NIM	National Intelligence Model
AOABH	Assault Occasioning Actual Bodily Harm	NIPB	Northern Ireland Policing Board
ANPR	Automatic Number Plate Recognition	NISRA	Northern Ireland Statistics and Research Agency
ASB(O)	Anti-Social Behaviour (Order)	NSIR	National Standard for Incident Recording
CJI(NI)	Criminal Justice Inspectorate (NI)	OCTF	Organised Crime Task Force
CPLC	Community Police Liaison Committee	OPONI	The Office of the Police Ombudsman for Northern Ireland
CSP	Community Safety Partnership	PACE	Police and Criminal Evidence (Act)
CSU	Community Safety Unit (DoJ)	PCSP	Policing and Community Safety Partnership
CSU	Central Statistics Unit, PSNI	PFYTD	Previous Financial Year to Date
DoJ	Department of Justice	PQA	Performance Quality Assurance (Unit)
FYTD	Financial Year to Date	PSNI	Police Service of Northern Ireland
GBH	Grievous Bodily Harm	RTC	Road Traffic Collision
KSI	Killed or Seriously Injured	SOCA	Serious Organised Crime Agency
LGBT	Lesbian, Gay, Bisexual, Transgender	TSG	Tactical Support Group
MARAC	Multi Agency Risk Assessment Committee	VFM	Value for Money
NIHE	Northern Ireland Housing Executive	YDO	Youth Diversion Officer

Note: This glossary should be kept under review to ensure that PCSP Members clearly understand PSNI abbreviation

SECTION 5

THE ROLE OF KEY PARTNERS

- 5.1 Department of Justice**
- 5.2 Northern Ireland Policing Board**
- 5.3 The PCSP Joint Committee**
- 5.4 The Local Council**

5.1 THE ROLE OF THE DEPARTMENT OF JUSTICE

The Department of Justice (DOJ) is a Northern Ireland Department which came into existence on 12 April 2010 and was established by the Department of Justice Act (Northern Ireland) 2010. The DOJ's mission is:

'Building a fair, just and safer community'

The role of the Department is to support the Minister of Justice to help keep people of Northern Ireland safe.

The Department is responsible for the resourcing, legislative and policy framework for its agencies and arms length bodies (which together constitute most of the justice system in Northern Ireland). Together with these organisations the Department is responsible for ensuring there is a fair and effective justice system in Northern Ireland and for increasing public confidence in that system. The Minister has set out a number of key themes which encompass these roles. They are

Faster, Fairer Justice

Looking at how we ensure that everyone in Northern Ireland has access to justice without undue delay, taking particular account of the needs of victims and witnesses.

Reformed Prisons and Youth Justice Scheme

Delivering fundamental reform of the Prison Service, with a professional and well trained workforce; progressing the out-workings of the Youth Justice Review and the Review of Community Sentences.

Safer, Shared Communities

Working to help build communities with lower levels of crime and anti-social behaviour, where everyone's rights are respected, including examining the steps that can be taken to address problems at interfaces.

The Department has responsibility for the legislation governing the formation, function and operation of the PCSPs and holds the statutory responsibility for providing the

Board and Councils with a Code of Practice on the appointment of Independent Members, The Department is also responsible for the designation of organisations to the PCSPs and makes funding available to councils as a contribution towards the expenses of the council in connection with PCSP operation.

The role of the Community Safety Unit (CSU)

The CSU is part of the Department with responsibility for PCSPs. The work of CSU contributes to the DOJ's theme of Safer, Shared Communities and provides a co-ordinated approach to tackling community safety issues across Northern Ireland.

It aims to do so by creating the conditions which promote an inclusive partnership approach to community safety initiatives with a view to reducing crime and enhancing community safety.

Key Responsibilities of CSU Include:

- Developing and implementing a Community Safety Strategy for Northern Ireland;
- Reducing the level of anti-social behaviour and promoting measures to combat low level neighbourhood disorder;
- Working with others to reduce levels of domestic and sexual abuse;
- Tackling hate incidents and crime and increasing support for victims;
- Contributing to the achievement of the overall aims and objectives of the New Strategic Direction on Drugs and Alcohol;
- Reducing the fear of crime amongst older and vulnerable people;
- Improving services for victims and witnesses of crime-speeding up the progress of cases through the criminal justice system;
- Delivering the Executives policies and strategies on the removal of interface structures;
- Managing a range of operational public protection issues including the recall of licensed offenders, casework relating to mentally disordered offenders, electronic monitoring of offenders in the community and oversight of the public protection arrangements and
- Supporting and overseeing local Policing and Community Safety Partnerships



and assisting in the development of partnerships in their provision of local solutions to local policing and community safety problems.

Further information is available on <http://doj.intranet.nigov.net/>

5.2 THE ROLE OF THE NORTHERN IRELAND POLICING BOARD

The Policing Board (the Board) is an independent public body made up of 19 Political and Independent Members established to ensure for all the people of Northern Ireland an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community, by reducing crime and the fear of crime.

The ten Political Members, who are all Members of the Northern Ireland Assembly, are appointed under d'Hondt principles. The nine Independent Members are appointed by the Justice Minister.

Through meetings of the Policing Board, and through the work of its committees, it holds the Chief Constable to account for his actions and those of his staff.

Its main statutory duties and responsibilities of the Policing Board are to:

- secure an effective and efficient local police service;
- appoint (and dismiss, if necessary) the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and senior civilian staff;
- consult widely with local people on how their area is policed;
- set priorities and targets for police performance;
- monitor the work of the police and how well they perform against the targets set by the Policing Board;
- publish a rolling three year policing plan each year which informs people what they can expect from their police service and reports on police performance every year;
- ensure local people get best value from the police;

- oversee complaints against senior officers;
- discipline senior officers.

Further information is available on <http://www.nipolicingboard.org.uk/index/our-work>.

The Board's role in relation to PCSPs

The Northern Ireland Policing Board undertakes a number of roles with regard to PCSPs, separate to those that it has with the DOJ through the PCSP Joint Committee (referred to at section 5.3).

- To appoint Independent Members to the PCSPs and DPCSPs;
- To remove political or independent members from the PCSPs and DPCSPs;
- To support and oversee the work of the PCSP and DPCSP Policing Committees; and
- To assess the effectiveness and public satisfaction of PCSP and DPCSP Policing Committees.

5.3 THE ROLE OF THE PCSP JOINT COMMITTEE

Under the Justice Act (Northern Ireland) 2011, a joint committee was established to oversee the work of Policing and Community Safety Partnerships and District Policing and Community Safety Partnerships for Belfast. It consists of representatives of the Department of Justice and the Northern Ireland Policing Board.

The Joint Committee works on the basis of delegated authority from the Policing Board and Minister of Justice respectively and has defined functions in statute. The work of the Joint Committee does not change the statutory responsibilities of the Policing Board or the responsibility of the Minister of Justice. The PCSP and DPCSP Policing Committees are overseen by and are directly responsible to the Policing Board.

The overall aim of the Joint Committee is to enable the PCSPs to operate effectively and the Committee will give this effect by providing strategic direction to PCSPs and DPCSPs.

It is also be responsible for monitoring their effectiveness, assessing public satisfaction and supporting the PCSPs where assistance is required. The Policing Board will be directly responsible for monitoring the effectiveness and assessing public satisfaction of the Policing Committees.

The Joint Committee requires PCSPs to prepare plans which reflect the strategic objectives set by the Joint Committee and, on that basis, allocates funding to PCSPs.

Functions of the Joint Committee

The Joint Committee will undertake a number of functions including:

- Engaging with PCSPs and DPCSPs on their priorities;
- Engaging with local government and others on the interface with PCSPs;
- Agreeing shared-strategic outcomes reflecting the priorities of the Department of Justice and the priorities of the Policing Board to inform the development of programmes of work by the PCSPs and DPCSPs;
- Approving programmes of work developed by PCSPs and DPCSPs to contribute to the achievement of those strategic outcomes;
- Agreeing the funding to support the agreed work plan of the PCSPs and DPCSPs;
- Assessing the effectiveness of PCSPs and DPCSPs including public satisfaction and level of engagement with local communities and key agencies;

- Issuing (and, where necessary, updating) a code of practice for the operation of PCSPs;
- Developing and implementing the support, monitoring and oversight arrangements provided by the Department and the Board for PCSPs including the means of providing assurance to the respective accounting officers on PCSP expenditure; and
- Reporting, at least annually, to the Minister and the Policing Board on the work of PCSPs, progress against the strategic outcomes and lessons for the future.

Comment [11]: Needs bullet point

Membership of the Joint Committee

Membership of the Joint Committee comprises up to three (3) standing members each from the Department of Justice and the Northern Ireland Policing Board.

A joint secretariat from one (1) representative from Partnership Branch within NIPB and one (1) from DOJ (CSU). Members of the secretariat do not have membership status.

5.4 THE ROLE OF THE COUNCIL IN RELATION TO PCSPS

Each council has overall responsibility for establishing and ensuring the effective operation of the PCSP in its district. Key roles are as follows:

- The council nominates Political Members of a PCSP.
- The size of the PCSP will be decided by the council and must consist of 15, 17 or 19 Members in total.
- In making the decision about the size and make-up of the PCSP, the Council must consider the number of councillors it has and should reflect, as far as practicable, the balance of parties on the council.
- The position of Chairperson of a PCSP/Belfast DPCSPs is held by a Political Member nominated by the Council. The position of Vice-Chairperson of a



PCSP/Belfast DPCSPs is held by an Independent Member who must be elected from among the Independent Members.

- To appoint and manage a PCSP Manager and provide necessary administrative and other support as the Council determines.

SECTION 6
PCSP EFFECTIVENESS

PCSP STRATEGIC PRIORITIES

The Community Safety Strategy alongside the Northern Ireland Policing Plan, sets the strategic context for PCSPs, providing the flexibility to deliver locally identified and agreed priorities in line with the PCSP Strategic Objectives.

The PCSP Joint Committee has agreed three (3) high level strategic priorities for PCSPs, which are to be reflected in the PCSP Action Plan.

Strategic Objective 1 – to form, and successfully deliver the functions of, the Policing and Community Safety Partnership for the area by:

- Engaging with local community and statutory groups, to identify local concerns in relation to community safety, and to invite their contribution to addressing those concerns;
- Preparing the PCSP's plan, and organising the work of the partnership to meet priority needs;
- Putting in place implementation structures and delivery mechanisms that will contribute to a reduction in crime and the enhancement of community safety in the Partnership's area, directly through the Partnership's own interventions, through the work of its delivery groups or through support for the work of others:
and
- Increasing PCSP awareness with the public and key stakeholders by planning communications activity to more proactively inform and promote the work of the PCSPs.

Strategic Objective 2 – to improve community safety by tackling crime and anti-social behaviour through:

- Ensuring that local statutory bodies and agencies deal with the anti-social behaviour and crime-related issues that matter in their area;

- Providing comprehensive community input into decision making processes about tackling anti-social behaviour and giving feedback on the effectiveness of interventions;
- Identifying and implementing, with support from DoJ, ways to educate communities about the realities of anti-social behaviour;
- Contributing to delivery of the Community Safety Strategy action plans, and initiatives that improve community safety; and
- Working in partnership with the police, local statutory bodies, agencies and the community to reduce the impact of anti-social behaviour and crime on the community.

Strategic Objective 3 – to improve community confidence in policing through:

- Ensuring local accountability through monitoring police performance;
- Ensuring that policing delivery reflects the involvement, views and priorities of local communities;
- The inclusion of initiatives/projects in PCSP plans, aimed directly at meeting the objectives of the Northern Ireland Policing Plan;
- Ensuring the PCSP Plan identifies priorities for consideration in the development of the local Policing Plan which are consistent with the Northern Ireland Policing Plan;
- Ensuring improved policing service delivery in partnership with local communities; and
- Ensuring effective engagement with the police and the local community, with specific emphasis on engagement with working class communities and young people.

A summary guide of the planning process is set out below:

GUIDE TO PCSP PLANNING AND DELIVERY

Who is responsible for delivery?	Delivery involves all members of the PCSP (ie political, independent and designated members), working in partnership and combining their individual and organisational knowledge and skills to identify, prioritise and address, at the earliest possible stage, any policing and community safety issues that require local action and resolution.
How is effective delivery achieved?	<ol style="list-style-type: none"> 1. By engaging and consulting with local communities, the statutory and voluntary sectors and other relevant organisations to capture all relevant issues of concern in relation to policing and community safety. This may include: <ul style="list-style-type: none"> • facilitating and attending public meetings; • attendance at community meetings; • surveys and questionnaires; • written consultation on policing and community safety issues; and • targeted engagement by the Policing Committee with communities or groups who do not have a positive relationship with the police. 2. By the PCSP working collaboratively to share and assess information, agree priorities and plan to address priorities.
Why engage?	<ol style="list-style-type: none"> 1. To provide a means of identifying and exploring local problems and concerns. 2. To gather an information and evidence base against which to agree local priorities, and seek local solutions that might help to: <ul style="list-style-type: none"> • identify opportunities for early intervention; • reduce the level of alcohol and drug-related crime;

	<ul style="list-style-type: none"> • tackle domestic and sexual violence and abuse; • reduce the level of ASB in local communities; • increase safety in town and city centres; • help make rural communities safer; • facilitate dialogue and build relationships between the community and police so that more effective policing responses can be identified, and to encourage the community to get involved with the police in planning how local policing and community safety issues can be resolved; • supporting engagement with young people, those who may find it difficult to relate to the police, and those in disadvantaged areas, particularly within loyalist and republican communities; • help reduce the fear of crime; • help older and vulnerable people to feel safer; and • give confidence to individuals to report crime to the PSNI and others.
<p>What is the Partnership Plan?</p>	<p>The Partnership Plan is the mechanism for planning effective delivery. It should:</p> <ul style="list-style-type: none"> • set out the activities agreed by the PCSP to address the needs of the local community; • take account of: <ul style="list-style-type: none"> ➤ crime and ASB “hotspots”; ➤ key dates and events that have an impact on the life of the community; ➤ other relevant local issues; • contain costed key priorities; • set out details of resources required for delivery; and • set out the expected outcomes, including details of services to be delivered by the PCSP. <p>Every Partnership should pursue an evidence-led, problem solving, and outcome-orientated approach to</p>

policing and community safety – this lies at heart of effective delivery.

In order to develop an effective Partnership Plan, the PCSP should consider the following steps.

Assess

Identify and Analyse the Problem

This Strategic Assessment underpins the Partnership Plan; it sets out the analysis of crime and anti-social behaviour and helps identify the priorities upon which the Partnership will focus its efforts. The PCSP should:

- develop a local process to identify, collate and analyse information from the community;
- identify key priorities – those that pose greatest threat or risk to the safety of the local community, including those for consideration in the development of the local policing plan; and
- identify and target the key individuals and key places that cause most disruption to others.

Plan

Develop Solutions

The Partnership Plan builds on the Strategic Assessment; it takes the priorities forward and identifies the ways in which they will be delivered. The PCSP should:

- develop an active problem solving approach;
- consider actual evidence, rather than feelings, hearsay, personal views or agendas; and
- engage agencies and community in identifying the root cause and finding a sustainable solution that removes the cause.

	<p>Deliver</p> <p><u>Implement, Monitor and Evaluate</u></p> <p>The PCSP should:</p> <ul style="list-style-type: none"> • consider how best to structure delivery locally; • develop a performance management framework to monitor and challenge the process; and • evaluate the overall effectiveness of the delivery of the Partnership Plan.
<p>How is progress monitored?</p>	<ol style="list-style-type: none"> 1. All relevant partners should be required to show how they have contributed to the PCSP Plan, and performance reports should be informed by a range of qualitative and quantitative information. 2. The PCSP should report quarterly to the Joint Committee on progress in implementing its plan. The Policing Committee has a specific statutory authority for monitoring police performance, and should: <ul style="list-style-type: none"> ➤ meet quarterly with the PSNI Commander, from whom it should receive a report on police performance; ➤ arrange local meetings, at neighbourhood level, to discuss local policing issues in specific communities; and ➤ maintain regular contact with local police and other fora through periodic meetings of chairpersons, or via seminars and other public events.
<p>How is performance</p>	<p>As well as reporting quarterly to the Joint Committee on progress in implementing its plan, the PCSP should publish, with its Annual Report to the Council and the Joint Committee, an assessment of the PCSP's</p>

reported?	performance against its plan.
What will be measured?	<ol style="list-style-type: none"> 1. The Joint Committee will assess the level of public satisfaction with the performance of PCSPs and will, quarterly, assess and measure progress by PCSPs against their Partnership Plans, and report to the Justice Minister and the Policing Board. 2. The work of the Policing Committees will be overseen by, and subject to, the strategic direction of the Policing Board. The Board will assess public satisfaction with the performance of the Policing Committees in carrying out the restricted functions of the PCSPs.

PCSP ANNUAL REPORTS

All PCSPs must submit an Annual Report to the Council and the Joint Committee within 3 months⁷ of the end of the financial year (by the 1 July each year).

The report will cover both the work of the Policing Committee and the wider PCSP, and must contain specific information as to how the PCSP has carried out its functions on engagement and enhancing community safety.

This report will include general information on the exercise of functions, both in terms of policing and community safety. It is suggested that PCSPs structure the report by setting out their achievements against their Plan, demonstrating linkages with relevant strategies and how the holistic actions of the PCSP have met the strategic objectives set by the Joint Committee.

Before the Annual Report is submitted, the Policing Committee will consult with the relevant District Commander. The report will be published on behalf of the PCSP by the Council in an appropriate format.

⁷ The arrangements for Belfast are the same, except they have 4 months to submit the report, in order to allow the DPCSPs to first submit their report to the Belfast PCSP.

PCSP COMMUNICATIONS

Each PCSP Manager is responsible for communications within their PCSP. The Policing Board's Communications Branch also provides communications support to PCSPs.

A Corporate PCSP website is available on www.pcsp.org. The site contains generic information on the role, work and membership of PCSPs and links into the PCSP corporate Twitter account.

A generic PCSP Facebook page has been set up to promote the work of PCSPs available at www.facebook.com/pcsp. Some PCSPs have also set up their own Facebook Pages which can be accessed via their page on the PCSP website.

A PCSP Twitter account has also been established and can be followed on **@PCSP_S**.

Contacting Your PCSP

Antrim & Newtownabbey 028 9034 0000 pcsp@antrimandnewtownabbey.gov.uk	Ards & North Down 0300 013 3333 pcsp@ardsandnorthdown.gov.uk
Armagh, Banbridge & Craigavon 0300 0300 900 pcsp@armaghbanbridgecraigavon.gov.uk	Belfast 028 9032 0202 pcsp@belfastcity.gov.uk
Causeway Coast & the Glens 028 7034 7034 pcsp@causewaycoastandglens.gov.uk	Derry & Strabane 028 7125 3253 pcsp@derrycityandstrabanedistrict.com
Fermanagh & Omagh 0300 303 1777 pcsp@fermanaghomagh.com	Lisburn & Castlereagh 028 9250 9250 pcsp@lisburnandcastlereagh.gov.uk
Mid and East Antrim 0300 124 5000 pcsp@midandeantrim.gov.uk	Mid Ulster 0300 013 2132 pcsp@midulstercouncil.org
Newry, Mourne & Down 0300 013 2233 pcsp@nmandd.org	

You can contact your PCSP Manager directly through the council at the numbers/emails listed above

SECTION 7

CODE OF PRACTICE ON THE FUNCTIONS AND RESPONSIBILITIES OF PCSPS



**Code of Practice for the Exercise of Functions by
Policing and Community Safety Partnerships (PCSPs)
and
District Policing and Community Safety Partnerships
(DPCSPs)**

Issued November 2012



Department of
Justice
www.dojni.gov.uk



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Chapter 1

Introduction

1.1 This Code of Practice provides guidance on the exercise of functions by Policing and Community Safety Partnerships (PCSPs) and District Policing and Community Safety Partnerships (DPCSPs).

1.2 The purpose of the Code is to provide PCSPs and DPCSPs with guidance, rather than prescriptive operational requirements, so that they have sufficient flexibility to ensure that the requirements of running the Partnership do not detract from the delivery of services. However, it is also vital that there are sufficient governance and accountability mechanisms in place so that the public, the Department of Justice (DOJ), the Policing Board and Partnership members can be assured of the Partnerships' effectiveness.

1.3 The Code is a working document. In the course of operating PCSPs and DPCSPs, it is likely that issues will emerge that will require further consideration and possible inclusion. The Joint Committee will, when required, supplement this Code with detailed guidance to support the development of PCSPs and DPCSPs.

1.4 Further guidance on designation will be issued by the Department prior to the designation of representative organisations by Order.

1.5 This Code should be widely disseminated among those involved in the operation of PCSPs and DPCSPs. Any queries about the content of the Code, or requests for further copies, should be directed to the Secretariat to the Joint Committee as follows:

Secretariat to PCSP Joint Committee
Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast
BT1 3BG

Secretariat to PCSP Joint Committee
Department of Justice
Community Safety Unit
RA4.02
Castle Buildings
Stormont Estate
Belfast
BT4 3SQ

Chapter 2

Overview

2.1 PCSPs and DPCSPs are statutory bodies established under the Justice Act (Northern Ireland) 2011 (the Act), specifically sections 20 to 34 and Schedules 1 and 2 of the Act.

2.2 Under the Act, Councils are obliged to establish a PCSP structure in their locality. There are 26 PCSPs – one for each of the District Council areas in Northern Ireland. As well as having one overarching PCSP, Belfast has four DPCSPs - North, South, East and West.

Purpose

2.3 The overall purpose of the Partnerships is to help make communities safer, and to ensure that the voices of local people are heard on policing and community safety issues. The aim is to empower communities to help develop solutions that will help to tackle crime, fear of crime and anti-social behaviour¹. The Partnerships will endeavour to provide a more integrated approach by bringing together, in a single body, the functions previously undertaken by District Policing Partnerships (DPPs) and Community Safety Partnerships (CSPs). PCSPs will aim to build on that solid foundation by preserving the most useful and effective aspects of each, but operating in a more holistic, streamlined and joined up way.

Roles

2.4 PCSPs have a membership consisting of elected members, independent members and designated representatives of other organisations who can have a positive impact upon policing and community safety. The Partnerships aim to contribute, at a strategic level, to the achievement of targets set in the Programme for Government, the Northern Ireland Policing

¹ Definition of 'enhancing community safety' provided in Justice Act (NI) 2011, Sections 21(3) and 22(3).

Plan, the Community Safety Strategy, and to wider justice issues. They also aim to help set the local agenda for community safety in their Council areas, supporting the delivery of services to tackle policing and community safety priorities identified through consultation.

2.5 Each PCSP will operate a Policing Committee, comprising its elected and independent members. This will carry out functions in relation to identifying priorities for consideration in the development of the local Policing Plan, monitoring police performance and gaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district.

Functions

2.6 The functions of the PCSPs and their constituent parts are outlined in Sections 21 and 22 of the Justice Act, which are attached at Annex 1 of this Code for convenience.

In summary, PCSPs, as a whole, or through the Policing Committee, will:

- **Consult and Engage** with local communities², the statutory and voluntary sectors, and other relevant organisations in order to identify issues of concern in relation to policing and community safety, and to improve co-operation with the police. The Policing Committee has a distinct responsibility for providing views to the relevant police Commander and the Policing Board on policing matters.
- **Identify and Prioritise** particular issues of concern and prepare plans for how these can be tackled. The Policing Committee will advise the PSNI Commander and the Policing Board on priorities for policing that have arisen from continuous consultation and engagement.
- **Monitor** performance to ensure delivery against the Partnership Plan. The Policing Committee will monitor the performance of the police to

² Please note that this refers to the broader definition of community - a body of people having common rights, privileges, or interests, or living in the same place.

ensure that local policing services are delivering for local communities. The Policing Board will prepare a template setting out the specific PSNI reporting arrangements to the PCSP – this will be provided separately.

- **Deliver** a positive difference to communities, contributing to a reduction in crime and enhancing community safety in their district, directly through their own interventions, through the work of their delivery groups or through support for the work of others.

Strategic Objectives

2.7 Taken together with the strategic objectives set out by the Joint Committee (attached at Annex 2), these overarching functions will shape the work of the Partnerships. The strategic objectives for PCSPs are intended to help ensure a partnership approach to the delivery of the functions of the PCSPs. They include an emphasis on engagement with the community in order to ensure that local issues are tackled effectively.

2.8 Within this framework, however, as much discretion as possible has been given to individual Partnerships, so that they can develop a Partnership Plan and a programme of delivery best suited to the needs of their locality.

Chapter 3

Membership and Structure

3.1 PCSPs comprise membership from a number of different groups. They have:

- 8, 9 or 10 political members (councillors) nominated by the District Council;
- 7, 8 or 9 independent members appointed by the Policing Board; and
- representatives of designated organisations which may be formally designated by the Department, and/or selected by the PCSP because of the contribution they can make to local policing and community safety issues.

The PCSP may also wish to invite additional organisations, for a period to be defined by the Partnership, to attend in response to emerging issues.

3.2 The Policing Committee has unique statutory powers for oversight of local policing, and gaining the co-operation of the public with the police in preventing crime and enhancing community safety of the district. The model of oversight provided by the Policing Committee, through its political and independent membership, offers a powerful mechanism to achieve this goal. The Joint Committee envisages that the work of the Policing Committee, should, in so far as is practicable, be undertaken within the context of the full PCSP rather than a separation of structures. For this reason, the Joint Committee recommends that Policing Committee meetings should immediately precede PCSP meetings, in order that the full PCSP meeting can be informed by, and build upon, what was discussed and agreed by the Policing Committee.

The Policing Committee is responsible for:

- enhancing public confidence in policing through its work in monitoring police performance, ensuring that policing services are delivering for local communities;
- improving policing service delivery;
- informing the development of priorities for policing by including the views of those who experience policing in the evidence base for developing the PCSP Plan and the local and annual Policing Plans; and
- ensuring effective engagement with the police and the local community, with specific emphasis on engagement with disadvantaged communities and young people.

3.3 It is recognised that PCSPs need to take account of, and work closely with, other existing community and partnership structures in their areas. They may also wish to establish sub-groups - referred to as 'committees' in the legislation - to progress the aims of their Partnership Plan.

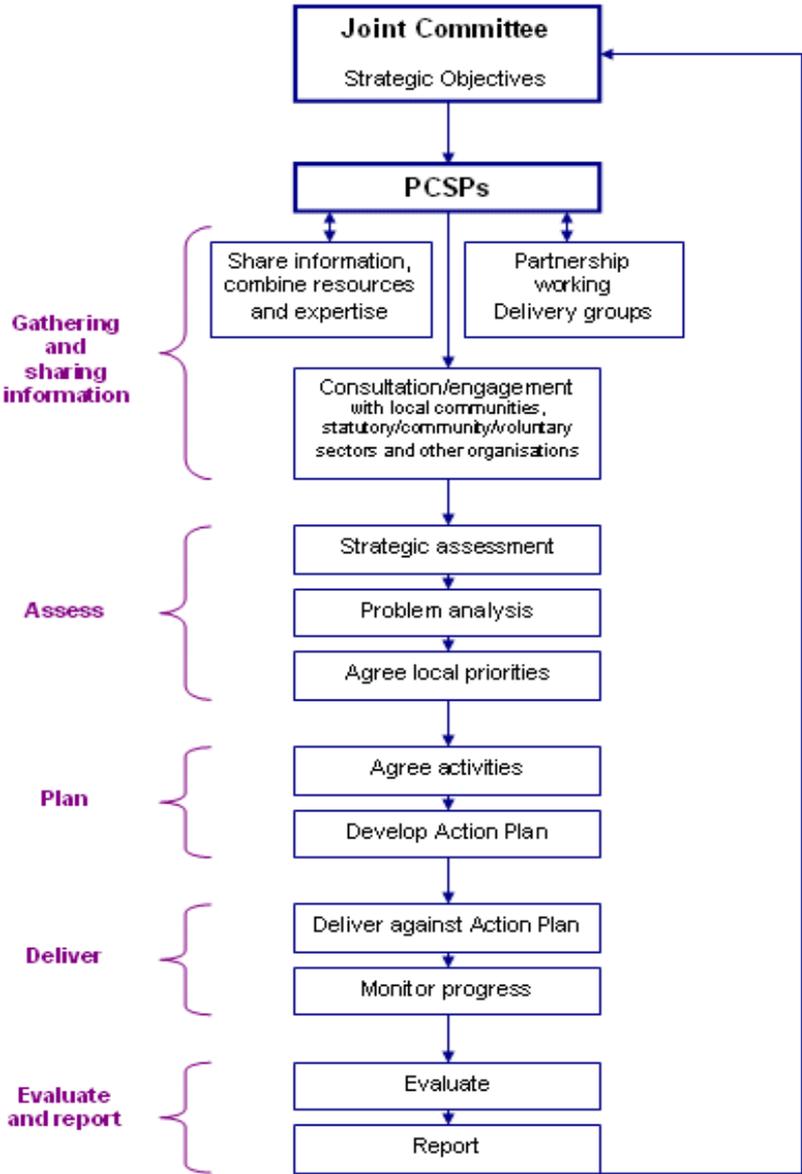
3.4 The following sections offer guidance on how this might be achieved.

Chapter 4

Delivery against the Strategic Objectives

Context

4.1 It is important that the members of the PCSP act together to achieve the strategic objectives set out by the Joint Committee and the local priorities captured in the Partnership Plan (see below). All members of the PCSP are responsible for combining their individual and organisational knowledge in a way that best facilitates engagement activities with the local community. A model for how this could be achieved is set out below.



Engaging and consulting to identify local concerns

4.2 The PCSP should engage with local communities, the statutory and voluntary sectors, and other relevant organisations to identify and prioritise, at the earliest possible stage, any emerging policing or community safety issues that might require local action and resolution. The PCSP should seek the participation and support of such bodies in developing and delivering an effective response, and to improve co-operation with the police in preventing crime and enhancing community safety.

4.3 Engagement activities should capture all relevant issues of concern to the community, including those on policing, and the PCSP should use all the information gained to:

- prepare the Partnership Plan, which should incorporate policing and community safety issues relevant to the local community;
- ensure that the Policing Committee is in a position to articulate community priorities to the PSNI, Policing Board and DOJ in the formulation of Policing Plan and relevant strategies for policing and community safety (the Policing Board has developed “Guidelines for Policing Committees on Local Policing Plans” which provide further detail on consultation and identifying priorities);
- provide input to the plans of other organisations represented on the PCSP; and
- co-ordinate and liaise with other organisations to help ensure that the Partnership Plan is delivered in the most effective manner, where possible integrating delivery with existing structures, and working collaboratively with others to avoid duplication of services.

4.4 It is important that the form of engagement is appropriate to the task and audience. This may include consultation, attendance at community meetings, facilitating or attending public events and providing guidance on policing and community safety issues to the public.

Public meetings

4.5 Through their work, the PCSP and the Policing Committee must provide opportunities by which the community is kept informed and can ask questions about what the members of the PCSP and the local police are doing and why. It is recommended that the Policing Committee should facilitate a minimum of two public meetings each year on specific policing issues that may have aroused public interest or concern. The Policing Committee should consider that at least once a year the focus of the public meeting of a Policing Committee should be on police performance. At these meetings, members of the public should be given the opportunity to question the members of the Policing Committee and the PSNI Commander directly on issues of concern and the delivery of local policing services. Members of designated organisations on the PCSP are encouraged to attend public meetings of the Policing Committee, however they have no role in asking questions of the police in relation to what they are doing and why.

4.6 It is recommended that the PCSP should facilitate a minimum of two public meetings each year to meet with the local community and address any issues or concerns on issues relating to the work of the wider Partnership and opportunities to engage with the community on delivery of the Partnership Plan and policing and community safety issues. At these meetings, members of the public should be given an opportunity to question all members represented on the Partnership on what they are doing to address issues or concerns of the local community.

Preparing the Partnership Plan

4.7 The PCSP must develop a Partnership Plan for its area within a timescale set by the Joint Committee. This must be informed by the strategic objectives set by the Joint Committee, and address the identified needs of the local community. It should also take account of crime and anti-social behaviour hotspots and other local issues of relevance, including key dates and events that have an impact on the life of the community.

4.8 The PCSP should ensure that the Plan contains costed key priorities and outcomes, as well as details of what resources will be required for delivery. It should also indicate what outcomes are expected, including details of what services the PCSP will deliver in the area. The Partnership Plan should be made widely available to the public.

4.9 The PCSP should establish systems and processes in order for it to deliver its work plan effectively. Where appropriate, this should include financial or other support for initiatives designed to reduce crime or enhance community safety. Any such initiatives may be delivered by the PCSP itself or by working collaboratively to support the activities of others.

Delivering against community priorities

4.10 PCSPs should consider how their Partnership Plans can help to support efforts to tackle the community safety issues that prevail in their areas. The engagement described above should, for example, include working to identify opportunities for early intervention, in order to reduce the risk of individuals being drawn into offending. This may mean seeking to reduce the level of alcohol and drug related crime; tackling domestic and sexual violence; reducing levels of anti-social behaviour in local communities; increasing safety in town and city centres; and/or helping to make rural communities safer. There should also be a focus on building confidence in policing with young people, those who may find it difficult to relate to the police, and those in disadvantaged areas.

4.11 PCSPs should involve the police, local statutory bodies, agencies and the community in working together to help reduce the fear of crime and to help older and vulnerable people feel safer. They should also work to give confidence to individuals to report crime to the PSNI and others.

4.12 The PCSP should be involved with the PSNI in developing effective responses to critical incidents within local communities. There may be occasions, for example, when PCSP members should facilitate dialogue

between the community and police to propose more effective policing responses and/or collective community responsibility.

Monitoring PCSP Performance

4.13 The PCSP is responsible for ensuring the successful delivery of its Partnership Plan and will report quarterly to the Joint Committee on progress in implementing its Plan. The PCSP should also publish, within its Annual Report, an assessment of the PCSP's performance against the targets contained in its Plan.

Monitoring Police Performance

4.14 The Policing Committee is responsible for enhancing public confidence in policing through its work in monitoring police performance, ensuring that policing services are delivering for local communities.

4.15 It is recommended that the Policing Committee's monitoring role is taken forward in private session on a quarterly basis with the PSNI Commander. The Policing Committee should consider that at least one of the public meetings of a PCSP referred to at 4.5 above should focus on police performance. In advance of the meeting, the Commander will provide a written report of police performance against the targets/measures in the Local Policing Plan and work locally to support the delivery of the Policing with the Community 2020 Strategy. The Policing Committee may also want to consider other policing issues affecting public confidence in policing and maintain a right to request PSNI to report on thematic issues or issues arousing significant public interest. Policing Committee members will have an opportunity to consider and discuss with the Commander issues arising from the report or other policing issues relating to the district.

4.16 The Policing Committee will also facilitate opportunities for the public to raise issues or concerns about policing delivery at Public Meetings of the Policing Committee. These are referenced at section 4.5 above.

Local meetings

4.17 The Policing Committee is responsible for ensuring a close relationship between the police and local communities. Local meetings, at neighbourhood level, to discuss local policing issues in specific communities should be a priority, as this is where the greatest impact can be made.

4.18 Below district level, local communities and police should be supported to develop consultative fora in a format that suits them and their neighbourhoods. We do not prescribe how they should be organised, but recommend that the Policing Committee should maintain regular contact with local fora through periodic meetings of Chairpersons, or via seminars and other public events, as well as inclusion in the circulation of relevant information.

Collaborative working

4.19 The Policing Committee has an important role, within the context of the wider PCSP, to help achieve improved policing service delivery. It should also act as an advocate for policing. It should ensure that it adds value to policing locally and work to build relationships with communities in a way that encourages the community to get involved with the police in planning how policing and community safety related problems can be resolved.

Confidence in policing

4.20 A strategic priority for PCSPs is to improve confidence in policing. The Joint Committee has agreed that a particular focus of Policing Committee work should be to undertake targeted engagement on local issues with communities or groups that do not have a positive relationship with the police. The focus of the Policing Committee engagement should be on building confidence in policing with young people, and those in disadvantaged communities. The Policing Board has a programme of work to support its engagement with these particular groups and will develop guidance for Policing Committees and seek opportunities to work collaboratively in developing this area of work.

Chapter 5

Governance and Accountability

5.1 The PCSP should ensure that its Plan takes into account other strategic priorities such as those of the Department of Justice, Policing Board and other related strategies such as A Shared Future, Neighbourhood Renewal, 'Our Children and Young People – Our Pledge', Policing with the Community 2020 Strategy and others.

5.2 The PCSP is required to comply with the accountability framework set out by the Joint Committee in the Financial Guidelines, and any other relevant directives issued by the Joint Committee.

5.3 PCSPs have been designated as 'public authorities' under the Commissioner for Complaints (Northern Ireland) Order 1996 and are subject to the statutory duties placed on them by Section 75 of the Northern Ireland Act 1998.

5.4 PCSPs are subject to the requirements of the Freedom of information Act 2000 and the Disability Discrimination (NI) Order 2006.

Joint Committee

5.5 The work of the PCSPs will be overseen by the Joint Committee, a body consisting of representation from DOJ and NIPB. The Joint Committee will assess the level of public satisfaction with the performance of PCSPs and assess the effectiveness of PCSPs in performing their functions. The PCSPs will report to the Joint Committee quarterly against the objectives set out in their Partnership Plans.

Policing Board

5.6 The work of the Policing Committee will be overseen by, and subject to, strategic direction from the Policing Board. The Board must assess public satisfaction with the performance of Policing Committees and assess the effectiveness of Policing Committees in performing the restricted functions of PCSPs.

PCSP

5.7 Each PCSP will be responsible for ensuring the successful delivery of its Partnership Plan and should monitor its performance against the Plan. It is envisaged that all relevant partners should be required to show how they have contributed to this, and that performance reports may be informed by a range of qualitative and quantitative information. The PCSP will ensure that its functions are carried out in accordance with the provisions in the Justice Act and within the Council governance and financial framework.

Policing Committee

5.8 The Policing Committee has specific statutory authority for monitoring police performance, providing views to the PSNI Commander and Policing Board on policing, and gaining the co-operation of the public with the police in preventing crime and enhancing community safety.

Council

5.9 It is the function of the Council to establish the PCSP or DPCSP. The Joint Committee funds the PCSP/DPCSP through the Council, and the Council Chief Executive is the Accounting Officer for the funding provided by the Joint Committee.

Public

5.10 It is essential that the PCSP is accessible and transparent in order that communities may have an opportunity to support the work of the Partnership and the police. Public meetings should be attended by as many PCSP members as possible, and the public should have the opportunity to consider and comment on performance and financial reports.

Reporting requirements

5.11 PCSPs are subject to scrutiny by a wide audience. It is envisaged, however, that performance and financial reporting should be as streamlined as possible and will include the following:

- **Quarterly reports on progress** from the PCSP to the Joint Committee on the implementation of its Partnership Plan.
- **Annual report from the PCSP to the Council and the Joint Committee** – to be submitted within 3 months of the end of the financial year, this report will include general information on the exercise of functions, both in terms of policing and community safety. It is suggested that PCSPs structure the report by setting out their achievements against their Plan, demonstrating linkages with relevant strategies and how the holistic actions of the PCSP have met the strategic objectives set by the Joint Committee. Before the Annual Report is submitted, the Policing Committee will consult with the relevant District Commander. The report will be published on behalf of the PCSP by the Council in an appropriate format.
- **Specific Reports from the PCSP to the Joint Committee** – from time to time, the Joint Committee may request specific reports. These should be returned within 3 months of request. The Joint Committee will specify the requirements for these reports at the time of commissioning. They could, for example, relate to any issues that have a particular significance at that time. The Joint Committee will, however, provide further guidance on reports as required.

- **Specific Reports from the Policing Committee to the Policing Board** – the Policing Board may also request specific reports from the Policing Committee. These should be submitted within 3 months of request. This reporting facility relates specifically to the restricted policing functions set out in the Justice Act, and the Policing Board will specify the requirements for these at the time.

5.12 It is suggested that PCSPs combine their Policing Committee reports and their financial reports with overall reports on the exercise of their functions in order to reduce the administrative burden, and in the interests of joint Partnership activity, where achievements may contribute to both policing and community safety aspects of the Partnership Plan.

Chapter 6

Administration of the Partnerships

6.1 The PCSP is responsible for ensuring the effective administration of the Partnership. In order to fulfil its statutory requirements, the PCSP must draw up and agree standing orders setting out how their business will be regulated.

6.2 Each Council should provide the relevant staffing to support the operation of the PCSP/DPCSP in its area, though this will be subject to an ongoing commitment of financial support from the Department of Justice and Policing Board, operating through the Joint Committee. The PCSP may ask the Council to ensure the appropriate balance of skills to support the PCSP.

6.3 As Accounting Officer, the Chief Executive of the Council shall also incorporate the financial management of the PCSP within the Council's existing processes, including the development of annual estimates (in line with local government schedules) and financial reports.

6.4 PCSPs and Policing Committees should develop and agree standing orders for regulating the transaction of the business of the Partnership. The Justice Act (Schedules 1 and 2, paragraphs 11 and 13) outlines a number of requirements as to meeting procedures:

- quorum for a PCSP/DPCSP meeting is a quarter of the total number of members – for a Policing Committee, it will be 5 members;
- every question at a PCSP/DPCSP or Policing Committee meeting shall be determined by a majority of votes of the members present and voting on the question. In the case of an equal division of votes, the Chair of the meeting shall have a second or casting vote; and
- if the Chair and Vice-Chair are absent from a PCSP meeting, the members present shall elect one of their number to act as chair of the meeting.

6.5 Efforts should be made to find agreement within the Partnership without the need for voting. However, where necessary, proposals shall be determined by a majority of the votes of those members present and voting. Designated organisations on the PCSP/DPCSP are full members and are entitled to vote but, as a matter of practice, potential designated bodies have indicated that they recognise the importance of enabling the community voice to be heard, and have agreed that they will not exercise those rights for the first year of operation. This will then be reviewed. Separate guidance is being developed on the issue of designation.

Annex 1: Functions of PCSPs and DPCSPs

Functions of PCSP

- 21**—(1) The functions of a PCSP shall be—
- (a) to provide views to a relevant district commander and to the Policing Board on any matter concerning the policing of the district;
 - (b) to monitor the performance of the police in carrying out—
 - (i) the policing plan in relation to the district; and
 - (ii) the local policing plan applying to the district or any part of the district;
 - (c) to make arrangements for obtaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district;
 - (d) to make arrangements for obtaining the views of the public about matters concerning the policing of the district and enhancing community safety in the district and to consider fully any views so obtained;
 - (e) to act as a general forum for discussion and consultation on matters affecting the policing of the district and enhancing community safety in the district;
 - (f) to prepare plans for reducing crime and enhancing community safety in the district;
 - (g) to identify targets or other indicators by reference to which it can assess the extent to which those issues are addressed by action taken in accordance with any such plans;
 - (h) to provide any such financial or other support as it considers appropriate to persons involved in ventures designed to reduce crime or enhance community safety in the district; and
 - (i) such other functions as are conferred on it by any other statutory provision.
- (2) The functions of a PCSP mentioned in subsection (1)(a), (b) and (c)—
- (a) are referred to in this Part as its “restricted functions”; and
 - (b) must be exercised, on behalf of the PCSP, by the policing committee of the PCSP.

(3) References in this section to enhancing community safety in any district are to making the district one in which it is, and is perceived to be, safer to live and work, in particular by the reduction of actual and perceived levels of crime and other anti-social behaviour.

(4) In exercising its functions, a PCSP shall have regard to the code of practice under section 23.

Functions of DPCSP

22—(1) The functions of a DPCSP shall be—

(a) to provide views to the relevant district commander and to the principal PCSP on any matter concerning the policing of the police district;

(b) to monitor the performance of the police in carrying out—

(i) the policing plan in relation to the police district; and

(ii) the local policing plan applying to the police district;

(c) to make arrangements for obtaining the co-operation of the public with the police in preventing crime and enhancing community safety in the police district;

(d) to make arrangements for obtaining the views of the public about matters concerning the policing of the police district and enhancing community safety in the police district and to consider fully any views so obtained;

(e) to act as a general forum for discussion and consultation on matters affecting the policing of the police district and enhancing community safety in the police district;

(f) to prepare plans for reducing crime and enhancing community safety in the police district;

(g) to identify targets or other indicators by reference to which it can assess the extent to which those issues are addressed by action taken in accordance with any such plans;

(h) to provide any such financial or other support as it considers appropriate to persons involved in ventures designed to reduce crime or enhance community safety in the police district;

(i) such other functions as are conferred on it by any other statutory provision.

(2) The functions of a DPCSP mentioned in subsection (1)(a), (b) and (c)—

(a) are referred to in this Part as its “restricted functions”; and

(b) must be exercised, on behalf of the DPCSP, by the policing committee of the DPCSP.

(3) References in this section to enhancing community safety in a police district are to making the police district one in which it is, and is perceived to be, safer to live and work, in particular by the reduction of actual and perceived levels of crime and other anti-social behaviour.

(4) In exercising its functions, a DPCSP shall have regard to the code of practice under section 23.

(5) If the principal PCSP is satisfied that a DPCSP is carrying out any of the DPCSP's functions in relation to a police district, the PCSP is not required to carry out any corresponding function it has in relation to the part of its district comprising the police district.

(6) But subsection (5) does not prevent the principal PCSP exercising its functions in relation to the whole of the district where it appears to the principal PCSP to be necessary or appropriate to do so.

Annex 2: Strategic Objectives of PCSPs and DPCSPs

Strategic Objective 1:

To form, and successfully deliver the functions of, the Policing and Community Safety Partnership for the area by:

- Engaging with local community and statutory groups, to identify local concerns in relation to community safety, and to invite their contribution to addressing those concerns;
- Preparing the PCSP's plan, and organising the work of the Partnership to meet priority needs; and
- Putting in place implementation structures and delivery mechanisms that will contribute to a reduction in crime and the enhancement of community safety in the Partnership's area, directly through the Partnership's own interventions, through the work of its delivery groups or through support for the work of others.

Strategic Objective 2:

To improve community safety by tackling crime and anti-social behaviour through:

- Ensuring that local statutory bodies and agencies deal with the anti-social behaviour and crime-related issues that matter in their area; and
- Working in Partnership with the police, local statutory bodies, agencies and the community to reduce the impact of anti-social behaviour and crime on the community.

Strategic Objective 3:

To improve community confidence in policing through:

- Ensuring local accountability through the Policing Committee's role in monitoring police performance;
- Ensuring that policing delivery reflects the involvement, views and priorities of local communities;

- Ensuring improved policing service delivery in Partnership with local communities;
- Ensuring effective engagement with the police and the local community, with specific emphasis on engagement with disadvantaged communities and young people.

SECTION 8

APPENDICES

Northern Ireland Policing Board Policy on the Removal of a Member of the Policing and Community Safety Partnership (PCSP) from Office

The Board's Policy on the Removal of a PCSP Member from Office is governed by Schedule 1, Para 8¹⁰ of the Justice Act (Northern Ireland) 2011 which states the following:

Removal of members

8(1) The Policing Board, or the council with the approval of the Policing Board, may remove a person ("P") from office as a political or independent member of a PCSP if satisfied that –

- (a) in the case of an independent member, P failed to make the necessary disclosure in relation to P's conviction for a criminal offence in Northern Ireland or elsewhere;
- (b) in the case of an independent member, P has acted in breach of the terms of a declaration against terrorism;
- (c) P has been convicted in Northern Ireland or elsewhere after the date of P's appointment of a criminal offence (whether committed before or after that date);
- (d) P has become bankrupt or made a composition or arrangement with P's creditors;
- (e) P has failed to comply with the terms of P's appointment; or
- (f) P is otherwise unable or unfit to discharge P's functions as a member of the PCSP.

(2) The "necessary disclosure", in relation to a conviction of an independent member, means full disclosure of it -

- (a) before the nomination of that member, to the council which nominated that member; and
- (b) before the appointment of that member, to the Policing Board.

(3) Section 6 of the Elected Authorities (Northern Ireland) Act 1989 (c. 3) applies to determine whether an independent member has acted in breach of the terms of a declaration against terrorism as it applies to determine whether a person who has made a declaration required for the purpose of section 3, 4 or 5 of that Act has acted in breach of the terms of the declaration.

(4) As applied by sub-paragraph (3), section 6 of the Elected Authorities (Northern Ireland) Act 1989 applies with the following modifications –

¹⁰ Schedule 2, Para 8 of the Justice Act (Northern Ireland) 2011 deals with the removal of DPSCP members

- (a) in subsection (1), for the words from “after” to “the Assembly” substitute “when he is an independent member of a PCSP”;
- (b) omit subsection (4);
- (c) in subsection (5), in the definition of “public meeting” after paragraph (c) insert -
 - “(d) any meeting of a PCSP or a DPCSP or a committee of a PCSP or DPCSP (whether or not a meeting which the public is permitted to attend), and”.

Definition of a Criminal Offence

A PCSP Member may be considered for removal from office if they have been convicted of a criminal offence however there is no definition in the legislation as to what constitutes a criminal offence. To assist in developing this policy, the Board obtained the following legal advice:

“the distinguishing feature of a criminal offence is that it entails a liability to punishment by the State and not the payment of damages to the injured party”

Application of Unable or Unfit to Discharge the Functions as a Member of the PCSP

A PCSP Member may be considered for removal from office if they are unable or unfit to discharge the functions as a Member of the PCSP.

If a PCSP Member’s behaviour, by word or deed, is such that it is deemed to have brought the PCSP into disrepute, the Board may decide, having considered the matter, that they are unfit to discharge their functions as a PCSP Member.

If a PCSP Member fails to attend the meetings of the PCSP, the Board, having considered the matter, may decide that they are unable or unfit to discharge their functions as a PCSP Member. Consistent with policy relating to the attendance of Councillors, the Board will consider all cases where a Member has not been in attendance for a period of 3 months without prior agreement with the PCSP Chair.

In the case of a Member who has been charged with a criminal offence, the Board may decide, having considered the matter, that the process set out at points 1 to 19 of this policy is followed for the purposes of considering the Member’s temporary removal from office pending the conclusion of these criminal proceedings when the Board may consider the matter again or consider reinstating the Member.

The Principle of Discretion

Schedule 2 Section 8(1) of the Justice Act places a discretionary responsibility on the Board with regard to the action it may wish to undertake.

The legal advice provided to the Board in relation to the above states:

“The use of the word may would therefore suggest that it was Parliament’s intention to give the Board a discretion.”

A guiding principle for each case will be for the Board to consider the degree to which the PCSP Member’s behaviour or action resulting in their case being referred to the Board for consideration will lead to a loss of confidence on the part of the public in the PCSP Member’s ability to carry out the roles and responsibilities required of them.

Taking account of all of these factors the Board has developed a process detailed at points 1 to 19 of this policy. In developing this process the Board has not attempted to define those circumstances which may lead to the Board considering a PCSP Member’s position. Instead the Board will consider each case on its merit.

Process by which the Board will Consider the Removal of a PCSP Member from Office

Stage 1

1. Board Officials become aware¹¹ that a PCSP Member’s behaviour or circumstances are such that they may require the Board to consider the removal of the PCSP Member from Office in accordance with the terms of the its Policy.
2. Officials establish if there are grounds on which removal may be considered and obtain appropriate evidence, which may include details of the PCSP Member’s attendance record, media reports, Certificate of Conviction from the Court Service or, in the case of bankruptcy, an extract of the entry from the Belfast Gazette.
3. Officials collate the information concerning the case and prepare a paper which goes to the Partnership Committee.

Stage 2

4. The Committee considers the case and makes a recommendation to the Board.
5. If the Committee concludes that the PCSP Member’s circumstances are such as not to require their removal from office, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.

¹¹ Officials could become aware of these matters in a number of ways including media reports, monitoring attendance, someone drawing the matter to the Board’s attention, a report from the police following a court case or an individual member notifying the Board of a change in their circumstances.

6. If the Committee concludes that the PCSP Member's circumstances are such as may require consideration of their removal from office, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.

Should the Committee perceive a charge or pending case as having a negative effect on the Member's ability to carry out their role and conclude that they should be asked to step aside from their post temporarily pending the outcome of due process, then a recommendation to this effect shall be put before the next meeting of the Board for consideration.

7. If the recommendation is that the Board should consider the PCSP Member's removal from office, then the Board's Chief Executive will inform the PCSP Member of the action the Board is proposing to take. The PCSP Member will be provided with a copy of the Policy on the Removal of a PCSP Member from Office and informed that the Board will now consider whether they should be removed from membership of the PCSP. The PCSP Member will be asked to provide the Board with any relevant information relating to their circumstances which they believe the Board should be aware of.

Stage 3

8. The Board will consider the recommendation from the Committee together with any information gathered by Officials or provided by the PCSP Member, and determine whether action is required.
9. If the Board decides that the PCSP Member's circumstances do not require their removal from office then the decision is recorded in the minutes of the meeting and the matter is deemed to be closed.
10. If, having considered all the information, the Board decides that the circumstances are such that may result in the PCSP Member being removed from office then the Board's Chief Executive will inform the PCSP Member of the time and place at which their position will be considered.
11. The Board's Chief Executive will invite the PCSP Member to make written or oral representation to the Board. as to why the Board should not exercise its discretion to remove them from office.
12. **In the case of temporary removal only, the PCSP Member may advise the Board's Chief Executive that they do not require a hearing before the Board and that they shall agree to temporarily step aside from their position for a period to be agreed with the Board.**

13. The Board's Chief Executive will inform the PCSP Member that if they wish to make oral representation they have the right to bring someone with them. While this may be a legal representative the process does not involve cross examination and the other person does not have the right to speak.
14. The Board will allow the PCSP Member reasonable time to prepare a written submission or to arrange to attend the Board meeting where their case will be considered.
15. The Board's Chief Executive will provide the PCSP Member with full details of the circumstances giving rise to the consideration of their position and clearly set out the reasons why the Board is considering their removal from Office prior to their attendance at the Board meeting.
16. At the Board meeting when the PCSP Member's position is being considered, a Board Official will provide the details of the case and set out the reasons as to why removal of the PCSP Member is being considered.
17. Following the Board Official's submission, the PCSP Member will be asked to make their written or oral representation to the Board as to why the Board should not exercise its discretion to remove them from office as a PCSP Member.
18. Once the PCSP Member has made their representation they will be asked to withdraw and the Board will consider in light of all the information in their possession if the PCSP Member should be removed from office. In making their decision the Board will:
 - a. Act rationally and proportionally
 - b. Consider all relevant factors
 - c. Disregard all irrelevant factors
19. Whenever a decision has been reached the Board's Chief Executive will inform the PCSP Member in writing of the outcome providing them with a fully reasoned letter of decision.

Appendix 2

TERMS OF APPOINTMENT FOR AN INDEPENDENT MEMBER OF A POLICING AND COMMUNITY SAFETY PARTNERSHIP [PCSP] OR DISTRICT POLICING AND COMMUNITY SAFETY PARTNERSHIP [DPCSP]

1. Appointment:

Your appointment as an independent member of «PCSP» PCSP is made under Schedule 1 (or 2 for a DPCSP), Paragraph 3 to the Justice Act (Northern Ireland) 2011.

2. Meeting Expenses:

Membership of a PCSP/DPCSP is similar to a 'public appointment' and is not classed as employment. All members of the PCSP and DPCSP are eligible to claim an expense payment of £60 for each meeting or event associated with the PCSP/DPCSP up to a maximum of 20 meetings/events per year. Councils have the discretion to provide funding for any additional meetings. Payment is intended to cover reasonable out-of-pocket expenses related to PCSP/DPCSP duties.

3. Travel:

In addition, travel expenses can be claimed. This will be paid in line with Local Government rates and conditions and will be based on actual expenditure.

4. Tax and Benefits:

Payments will be taxable. The payment is unlikely to impact on benefit, however, members may wish to seek advice from the appropriate agency.

5. Time Commitment:

The number of meetings/events held by each PCSP/DPCSP will vary depending on local need and members should make every effort to be flexible and attend as many meetings and events as possible.

Engagement with the local community is a key part of independent membership and, as such, members will be expected to fully participate in such engagement. Members will also be expected to attend events and briefings organised by the PCSP or the Policing Board and Department of Justice.

6. Training:

All PCSP/DPCSP members are expected to attend any training specific to their role on the PCSP/DPCSP.

7. Period of Office:

In accordance with Schedule 1, Paragraph 4 of the Justice Act (Northern Ireland) 2011 for PCSPs and Schedule 2, Paragraph 4 for the DPCSPs Justice Act (Northern Ireland) 2011, your appointment will continue until the date of the next Local Government election.

8. Termination of your PCSP/DPCSP Membership:

Your appointment may be lawfully terminated by you at any time by giving notice in writing to the Board.

9. Removal from Office:

You may be removed from office if during the period referred to in paragraph 6 (above), the Policing Board, or the Council with the approval of the Policing Board, is satisfied that –

- You have failed to make the necessary disclosure in relation to a conviction for a criminal offence in Northern Ireland or elsewhere;
- You have acted in breach of the terms of your declaration against terrorism;
- You have been convicted in Northern Ireland or elsewhere after the date of your appointment of a criminal offence (whether committed before or after that date). The Board may request that you temporarily step aside from office pending the conclusion of criminal proceedings.
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or
- You are otherwise unable or unfit to discharge your functions as a member of the PCSP /DPCSP as follows:

If a PCSP Member's behaviour, by word or deed, is such that it is deemed to have brought the PCSP into disrepute, the Board may decide, having considered the matter, that they are unfit to discharge their functions as a PCSP Member.

If a PCSP Member fails to attend the meetings of the PCSP, the Board, having considered the matter, may decide that they are unable or unfit to discharge their functions as a PCSP Member. Consistent with policy relating to the attendance of Councilors, the Board will consider all cases where a Member has not been in attendance for a period of 3 months without prior agreement with the PCSP Chair.

10. Probity:

During the period of your appointment as an independent member of the PCSP/DPCSP you must ensure that your integrity and impartiality are beyond reproach and that your actions do not bring the PCSP/DPCSP into disrepute.

You must also ensure the proper, effective and efficient use of resources while participating in the work of the PCSP/DPCSP.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should ensure that you follow the financial processes as detailed in the PCSP Financial Guidelines issued by the Joint Committee.

Further, you should comply with the requirements of the Code of Conduct for PCSP/DPCSP members a copy of which will be given to you as part of the induction process.

If you take up any other appointment following your appointment to the PCSP/DPCSP, you should declare this to the Chairperson of the PCSP/DPCSP who will notify the Policing Board.

11. Confidentiality and Sensitivity of Information:

Whilst the aim of the PCSP/DPCSP is to carry out its work in the most open and transparent way possible, you will be expected to recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the PCSP/DPCSP.

12. Partnership Effectiveness:

The Joint Committee will assess the overall effectiveness of the PCSP/DPCSP. This will include a satisfactory level of attendance and participation from members.

13. Human Rights and Equality:

In discharging your duties as a member of the PCSP/DPCSP you are required to observe the provisions of all relevant equality and human rights legislation in your dealings with the public, PCSP/DPCSP colleagues and all those you deal with in your official capacity whether inside or outside the PCSP/DPCSP. The PCSP/DPCSP is subject to section 75 of the Northern Ireland Act 1998.

14. Personal liability:

The Council may indemnify you against any legal proceedings brought against you, where you have acted honestly, in good faith and without negligence in the execution or purported execution of your duties as a member of the PCSP/DPCSP.

Note:

Any variation to the information set out in this document shall not be effective unless it is in writing and has been signed by or on behalf of the Board.