

# ASNWA Steering Group Meeting

11<sup>th</sup> June 2016

Portishead Headquarters

## Attendees

A&S Association Steering Group

Egils Praulitis  
Brian Bastable  
Nick Gough  
Wendy Hull  
Barrie Knowles  
Graham Lockley  
Lesa Hall  
Sue Lovell

Avon & Somerset Police

Lee Kerslake  
Emma Coast

Apologies: Chris Cade (Neighbourhood and Home Watch Network)

## Issues around the table

- NG mentioned that very few NW coordinators had been informed of the forthcoming changes. Indication that most NHW schemes are unaware of on-going work. Also concern about data management and communication in general.
- WH informed the group that she had attended a meeting recently in Bristol and was able to provide an update to those attending. WH also wanted to make the Steering Group aware that she is not elected into her post to represent Avon & Somerset.
- GL knows his local coordinators but for those further afield it is difficult to judge.
- EP & LH echoed the concern.
- BK also has been asked "what's in it for me?" what will the changes bring to the table?
- LK requested a formal arrangement and process to brief the NW administrators and inform them of the changes and what work the Steering Group is undertaking. There were also some issues that will need to be addressed and resolved.
- NG confirmed the need to get the association up and running then meet with the PCC and others. We also need to have a strategy in place before any meetings take place.
- LK also requested email correspondence to come via EP as currently lots of emails are going back and forth.

## NW Database

- EP asked how many force associations are up and running? We have templates but using those has raised many issues and questions. It's unclear.
- Looking at a 5 year plan we currently have many elderly volunteers, they aren't all computer savvy and we need succession planning. We need to make improvements and link to existing networks where we can.
- Agreement was made for EP data model.

- Process would be for new coordinators to register on the Our Watch website.
- Agreement to use the Community Alert System to send out emails to the NW Coordinators on the system and ask if they are still running etc.

**Action:** NG & LK to organise sending out emails across the region using Neighbourhood Alert & Community Alert.

**Action:** Set up meeting with NG/LK and IT to reconcile data list

### **Data Transfer**

- Agreement that data would move over from Community Alert to Neighbourhood Alert and the NW scheme register. It was noted that there would be some drop out.

### **Data Maintenance**

- Agreement that various stakeholders access the website. NW Administrators need to be involved in the process and undertake PNC checks when required.

**Action:** EP to update the registration process

- Local police Support Team to be briefed on new procedures and set up process for new NW coordinators.

**Action:** Meetings to be arranged with Lesley, Nick and Trevor. LK to contact administrators and arrange informal meetings. WH/EP & LH to attend meetings subject to availability.

### **Association Constitution**

- Representation is required from all districts. However currently some districts are set up differently.
- May require transitional arrangements from the Steering Group to the Association to assure continuity and share experience.
- Representatives would need to be voted into their post by the local coordinators for that area.
- Officer posts could be appointed from any district.

**Action:** EP to amend the constitution to reflect these changes

- A time limited transitional period would be required. This interim period would be needed to allow the Districts to be set up and provide continuity from the Steering Group to a Force Association. This could be achieved over a 2 year period.

### **Functionality of VISA NA System**

**Action:** NG to review data structure and update at next meeting

### **Association Constitution**

- Structure has been agreed
- Process has been agreed for new NW coordinator registration
- Buy-in from NW Administrators, PCC and stakeholders
- Feedback to NW groups and members required
- Review final document at next meeting.

**Next meeting: Saturday 9th July 2016**