



# Minutes of the Executive Committee meeting held on 7<sup>th</sup> February 2024 7-8.45pm via Teams

## 1. Welcome and apologies

Attendees: Nick King, Tony Spall, Brian Sivyer, Graham Holmes, Paul Garner.  
Apologies: Angela Barnetson

## 2. Actions from 6 Dec 2023

- i) TS to forward the AGM responses from PCC office to the parties concerned – **no longer required as responses will be detailed as Matters Arising at the 2024 AGM**
- ii) TS to incorporate the PCC responses into the draft minutes of the 2023 AGM – **no longer required as responses will be detailed as Matters Arising at the 2024 AGM**
- iii) NK has drafted emails about Police Connect and SNWA newsletter and TS will issue them to survey respondents that claimed to be unaware – **no longer required as these information sources will be promoted via the Local Engagement Plan and new leaflets**
- iv) NK to write to Sally to thank SALC for the December event and to offer material for onward distribution - **Completed**
- v) PG to update the one-page leaflet on SNWA with non-expiring QR codes for NK to send to SALC - **Completed**
- vi) TS to amend the Executive Committee webpage to reflect the changes agreed to role descriptions - **Completed**
- vii) TS to update version 8.1 to incorporate final comments from NK, and circulate to the Executive Committee as version 8.2 - **Completed**
- viii) TS and GH to investigate how we might log CPOs and their territories in our database – **ongoing see item 3a**
- ix) NK to draft a short press release from SNWA about the new model - **Completed**
- x) TS and BS to ensure that the local Police CPO is aware of the safeguarding situation with an individual and Neighbourhood Watch - **Completed**

## 3. New Policing Model

### (a) Updating our database in line with the new model (Graham and Tony)

Almost all required changes to the database have been completed. The SNWA web site has also been updated to show the new CPT areas under the Network heading. There remain a few changes to scheme area allocation to be confirmed in discussion with Area Coordinators, which will be highlighted in the forthcoming Area Coordinator calls on 12 and 14 February. TS has emailed all 84 CPOs in the County and given them read only access to the database, many of the CPOs are already actively logging into the system. TS noted that Suffolk Police have been clear that we should not forward the individual CPO email addresses to our members. All NW e-mail comms need to be directed to the CPT collective mailboxes.

**(b) Brian's meeting with his local Police (Brian)**

BS recently met with members of his local CPT. They re-iterated the need for NW email comms to be directed to CPT collective mailboxes as this will avoid any delays that might arise if comms are sent to individuals who may be ill or off-duty. The CPT email accounts are only for reporting intelligence etc., not ongoing crime which should be reported via 999 or 101. BS noted that some CPOs had very low awareness of NW.

**(c) Nick's meeting with his local Police (Nick)**

Nick had a meeting with CPT members in Saxmundham area. Police were pleased to have been invited to the meeting and agreed that NW is an important intelligence asset for the Police. The Police explained that under the New Policing Model each CPT has flexibility to police their area according to local needs, and are not tied to a single operating model across the County. This should mean that CPTs will be able to optimise their approach for rural, urban or other local needs. Police awareness of NW was also relatively low and they were unlikely to have initiated contact with NW if Nick hadn't started the ball rolling. Again email comms should be directed to the CPT mailboxes. NK suggested that all NW coordinators who send emails to the CPTs should sign off their emails with their official designation e.g. "Area Coordinator for ...." or "Scheme Coordinator for ..."

**4. Our data on schemes: we need a collective effort to tidy our data!**

Whilst our SNWA database has been updated to align with the new Policing areas there remains a significant number of Area Coordinator vacancies and potentially many schemes where the coordinator has moved on or ceased the scheme. Now that we have given on-line access to the CPOs it is even more vital that we cleanse the data ensuring scheme coordinator details are up to date. As a rough estimate we know that out of 880 registered schemes approx. 400 scheme coordinators do not open the SNWA monthly newsletter and 432 schemes do not fall under a named Area Coordinator. We discussed the best approach to verify scheme details and agreed that in the first instance it is the primary role of the Area Coordinator to validate the scheme coordinators in their area. We could also offer to provide a short script for their calls. We plan to discuss this with the Area Coordinators on the calls next week. For those schemes not covered by an active Area Coordinator it will fall to the Exec committee to share the burden of contacting individual schemes to validate the data. GH agreed to create a spreadsheet listing of schemes and coordinator details which can be passed to the Area Coordinators for them to check. BS suggested that he be the first recipient of this area listing so that he can compare with his own area records. **ACTION GH to create an Area scheme listing for BS to check.**

**5. Local Engagement Plan**

**Area Coordinator online Teams sessions: 12 and 14 Feb**

TS and NK have called 16 Area Coordinators, of these 13 have agreed to attend one of the Teams calls scheduled for 12<sup>th</sup> and 14<sup>th</sup> February. NK thought that for some they will not have been on a Teams call before so may need assistance as we go. We discussed a draft agenda (below), which we will follow subject to two amendments related to data cleansing and future meetings. **ACTION NK to amend the agenda below and NK and TS to issue the agenda to the attendees.**

Draft Agenda:

1. Welcome and Introductions.
2. The background and purpose behind SNWA's Engagement Plan.
3. Discussion on the new Policing Model.
  - (i) Review of the new Police Areas v our existing NW database.

- (ii) Shared views on the new model so far.
- (iii) Areas of strengths and weaknesses for Neighbourhood Watch.
- 4. The next steps.
- 5. AoB.

New Model glossary:            CPA: Community Policing Areas.  
   CPT: Community Policing Teams  
   CPO: Community Policing Officers

## 6. Exec Cttee support for SNWA meetings and activities

We discussed the various National meetings that SNWA should attend. TS remains the primary point of contact for National, but it is not realistic for TS to attend all the meetings. We agreed the Exec will share the burden as much as possible going forward. Some meetings are planned well in advance, however, others do occur with short notice through the year. AB has previously attended meetings related to rural NW. Of those National meetings known at this time the plan is as follows:

- MSA meetings – TS to attend
- Succession Planning – BS to attend
- Association lead mtgs – TS attended in Jan, PG to attend in April, July, October
- National AGM – tbc
- Preparation mtg for National NW week - tbc

## 7. SNWA Constitution v8.2

Version 8.2 of the constitution has been circulated to the Exec. This version is the final version now awaiting formal approval at our 2024 AGM (2 July 2024).

## 8. AoB

- TS and NK have drafted a new NW information leaflet. TS has circulated the latest draft to the Exec for comment. Once finalised the plan is to have 10000 copies printed on A5 colour paper. NK has had a similar leaflet printed in MK at a cost of £268 for 10000. TS and NK will investigate other printing options and aim to generate 3 quotes from which we can select the best value for money. **ACTION – All to review the draft leaflet and copy any comments to the Exec. by Wednesday 14<sup>th</sup> February**
- NK suggested that we should help Suffolk Police in their training of new CPOs by producing some written material that could be included in the Police training modules. We all agreed that this would be a good way forward and that it should be discussed with Sgt Steve Wright. PG is organising a Teams call for the Exec and Sgt Wright in March when this can be discussed.
- AGM – during the item 7 we discussed speakers at our next AGM. We agreed to invite the PCC and Chief Constable ASAP. **ACTION – TS to issue an invitation to the SNWA AGM on 2<sup>nd</sup> July to the PCC and Chief Constable.**