

Executive Group Meeting of 17th April 2018

held at Police Headquarters, Hinchingsbrooke.

1. Present

John Fuller (Chair)
Morcom Lunt
Dave Harrowing
David Godsmark
Karoly von Glos
Vic Kerlin – Police Liaison SPOC
Mike Brooks – Watch Groups Coordinator, Cambs Police
Robin Sutton - Whittlesey
Ray Bisby – Deputy Police and Crime Commissioner
Vic Nickson
Roy Gerstner
Kym Moussi – St Ives
Alan Paul – for Peterborough District



Apologies for absence

Geoff Varley, Val Godby, Toni Cray, John Glanville,

2. Minutes of meeting held on 8th January 2018

Minutes of the January meeting were agreed and signed.

The meeting agreed unanimously to co-opt Robin Sutton and Kym Moussi to the Executive Group.

3. Matters Arising

3.1. See Actions and issues Document:

Key Points were:

No 1 – See Section 5 below for update.

No 2 – closed – NHW have revoked the Agreement as signed and have issued a Memorandum of Understanding.

The Group needs to issue (to the AGM for approval) a revised Constitution that will incorporate the Ethics guidance. See Section 7.4 below.

No 5 – Complete

No 6. - Committee Representation and Assistance – agreed that our current structure can continue to represent NHW effectively by operating on a District/Unitary basis. Police changes will not affect district boundaries.

No 7 – the VK reminder that NHW that had not produced an agreement on behalf of NHW stands. It was agreed to look at the existing agreements.

No 17 – March District funds – Chairman and Treasurer now signatories for account. Money is safe and accessible where it is but it is to be transferred in due course.

No.18 – Police/NHW Working Group – major changes in policing structure are to be implemented by the end of April. See Police update in section 5.1 below.

No. 19 – NHW Website – Agreed to maintain current site at present time. Complete.

No 20 – The Trygve organisation is changing its name in the UK to “Safeland”.

Paul Rogerson to be contacted for an evaluation update by Vic Kerlin.

No. 22 –About 2500 window stickers highlighting “takefive-stopfraud.org.uk” received by JF.

No advice with the delivery as to whether further supplies will be available.

Consider applying to other funding organisations to help purchase further supplies.

No 24 – Website guidance for installing signs to be updated for the drilled signs.

No. 25 – Forms to be sent to Roy Gerstner to enable him to become the fourth signatory to the Metro Bank account.

4 Treasurer’s Report.

ML presented the financial report for the first nine months of the financial year and explained that the reduction in the bank balance or is due to expenditure of around £1000 on printing (Members Guides and Window Stickers) and the current large stock of Street Signs totalling 102.

There were no questions and the report was accepted.

ML emphasised the need for an additional bank account signatory: Roy Gerstner volunteered.

Action ML

5. Police Report

5.1 Engagement with NHW

VK reported that the future engagement model had been piloted in South Cambridgeshire. The survey of user benefits derived from the daily messaging of reports on crime is to assess the value of the practice. To be followed up with Paul Rogerson, recognising that the reorganisation of the Constabulary has delayed this process.

Action VK

JF reported that he had attended two Neighbourhood Policing Steering Group meetings. He felt that the engagement model being considered was at a very formative stage and queried his ability to contribute significantly. He felt that his input might be more valuable to the engagement workstream led by Paul Rogerson.

Action JF

5.2 Herbert Protocol

VK enquired if any members have taken action to publicise the Herbert Protocol.

Some present had taken leaflets from the AGM and distributed them. There were no reports of specific actions then arising. A “soft” version of the leaflet is to be circulated to the members of the Executive Group for further issue as appropriate.

Action VK

5.3 Support to Burglary Victims

The event on 21st February to launch the post-burglary assistance initiative was very successful with 19 coordinators attending.

VK reported that James Sutherland (JS) was leading on the establishment the new communications hub. This involves the merging of the old Control Room with the Communications centre in a new location. The postcodes of the volunteers can now be extracted and correlated to the locations of burglaries. The expectation is that the new initiative will be launched with the first contacts to NHW volunteers by the end of April, or at least early in May.

The launch attendees to be advised of the forecast start date.

Action JF

The file of slides that were used at the launch event to be re-circulated.

Action JF

6 Police and Crime Commissioner Report

6.1 Constabulary new organisation

VK reported that Charles Kitchin will be leaving the PCC office later in May.

All Constabulary staff are now working shifts in order to maximise the number of personnel on frontline duty.

The aim is for every community to know who their designated POC is. Much relevant material is on PCC website. Inspector Paul Rogerson was briefing the South Area and was in contact with JF. Inspector Ian Lombardo requested to brief North area NHW representatives.

Action VK

The meeting noted the importance of getting the message across to coordinators that contacts with the Constabulary should normally be through the website facilities or 101. The expectation implicit in “I want to speak to a police officer” cannot be sustained in future. The key question is “How do we get the message across?”

The responses to the website “Contact Us” facility could be used to reinforce the message.

Action VK

6.2 Consistency of NHW – Constabulary expectations

East Cambs. raised the issue of a new Sergeant insisting that new coordinators are to be subject to a PNC check. This is a change from the agreed current practice across the County. VK to raise the issue with Inspector Rogerson and agree a common approach.

Action VK

Roy Gerstner reported that after a 40 year campaign, double yellow lines had been installed in parts of this area but motorists were still parking on them. When he had contacted the local Police, he had been told that they would not be checking for parking on DYLS. Recognising the pressures on Police resources, RG pointed out that a better response would have been that there would not be regular checking on the DYLS but that if the Police were in the area, checks could be made.

VK pointed out that with the revised command structure, uniformity of approach should more readily be achievable.

6.3 Fire Service

RB reported that the legislation is now being prepared for the transfer of the fire service to the PCC domain. Implementation is expected to start late June or July.

Reviews are now in process to select which of the many ideas will best realise the potential benefits of the change.

7. NHW Development

7.1 National MoU

JF reported that Lianne Taylor, communications lead for NWN, would be leaving on 25th May.

The communications activities to be taken on by the manager of the London Project.

VK and MB reported that they had attended a NWN – Policing conference. At the conference, NWN stated that they were engaged in a three-year project involving considerable investment. NWN is working to enhance “the brand” and is looking for funding to support the programme.

JF expressed some frustration at the difficulty he has experienced in communicating with NWN but noted that Sundeep (Sunny) Moore has returned from maternity leave which should improve matters.

The new “Memorandum of Understanding” to be re-circulated.

Action JF

7.2 General Data Protection Requirements - GDPR

The meeting had a wide-ranging discussion around the challenges being presented by the changes which must be made by late May in order to conform with the new Data Protection Act which is being implemented by the UK Government to meet the EU GDPR Directive.

The importance of the ALERT system was agreed as was the need to maximise its use to assure compliance with the law. Coordinators who maintain their own lists of members local to them should be made aware of those elements of the new law that will apply to them. For example the “eight principles”.

The documentation issued by NWN was agreed to have shortcomings but that it should be used as effectively as is practical.

The meeting agreed that the URL link to the NWN guide to GDPR on the NWN website should be circulated to all coordinators along with a simple overview as to how individual coordinators might operate effectively.

The challenge of meeting the requirement to clear databases of out of date information was discussed. Some practical difficulties were noted with the recognition that each administrator would need to have a programme to “clean” the data for their patch.

Agreed that RS will produce an overview/summary/guide by 25th April for review and issue.

Action RS/JF

7.3 Trygve

Feedback from the pilots around Peterborough is awaited.

JF reported that the application had been renamed in the UK as Safeland. Email to be circulated.

Action JF

7.4 Constitution

The meeting noted the need for the Constitution to be revised to reflect the NWN changes (e.g. the Constitution Template and new labels assigned to the various levels of Neighbourhood Watch).

MB had offered to help produce new proposal and this was confirmed.

Action MB

7.5 Officer succession

ML pointed out that successors are required for the following roles, some immediately and some within a few months.

1. Executive Group Chair - in six months
2. Executive Group Secretary - immediate
3. Executive Group Minutes Secretary immediate
4. ALERT County administrator - in six months
5. Treasurer - in 18 months
6. Webmaster/New Website - immediate
7. Facebook Trainer - immediate
8. Communications Officer - immediate
9. Quartermaster – in six months

Also, the NWN Template Constitution calls for there to be a Deputy Chair.

All members were requested to look around their domains to see if they can identify possible appointees, noting that only roles 1, 2 and 5 currently have to be undertaken by elected members of the Group.

All

Robin Sutton volunteered to look at item 6.

Action ALL

7.6 Boundaries

ML reported on the increasing frequency of natural neighbourhood watch groups spanning the boundary between Cambridge City and South Cambs.

Members to determine where such situations now exist.

All

7.7 Local Issues – District updates

Alan Paul supplied the only item.

So far this year the Peterborough Association set up eight new groups and will shortly be engaging with RAF Wittering looking to introduce NHW across the whole estate.

8. Website report

The meeting considered the proposal to change the standard email which is sent to those contacting Cambridgeshire NHW from the website “contact hours” facility, with copies to the relevant Area Coordinators..

Agreed to leave the current text on change unless Area Coordinators request some specific change. All to advise Vic Nickson.

All

Following discussion of the content of Vic Nickson’s report, the meeting agreed that the “special” information in future reports to the E.G. should be minimal.

Action VN

Members were reminded that when they send out circulars with ALERT, the pre-ticked box for the message going to social media MUST be un-ticked.

All

9. AGM 2017

JF reminded attendees that the next AGM should be held in September. Dates were considered and Saturday 22nd September or Saturday 6th October were considered as options. Mike Brooks to check room availability. All to consider content.

Action MB and ALL

10. A.O.B.

10.2 Process for NHW approval of coordinators

The published process for approving street Coordinators by Area Coordinators to be if circulated.

Action JF

10.2 Intemperate email

JF reported to the meeting that he had received, from Paul Rogerson, a copy of an email from a self-declared “coordinator” that expressed dissatisfaction with the Constabulary and Police and Crime Commissioner in unacceptable terms. Moreover, the email had been “CC’d” to largish number of people when the “BCC” facility was appropriate. He informed members for information that he had replied to the individual pointing out they had breached NWN Code of Ethics and Standards and data protection guidance and requesting any future correspondence conforms to common standards.

11. Date of next meeting

In view of the number of absentees, it was decided that the next meeting, normally held in July, should reflect the availability of all members. Given the commitments of some members on Mondays and Tuesdays, the next meeting should, if practical be held on a Wednesday.

ML to issue a “Doodle”

Action ML