

Suggested content for a partnership strategic assessment document

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Title page

Include partnership name, if joint assessment name of relevant police force, county group where applicable, lead officer (name and organisation), planning year relates to and date produced

Executive summary

Summary of the priorities selected and anticipated impact

Section 1: Introduction

The introduction

A brief paragraph setting out the background, purpose and scope of the strategic assessment. Refer to county strategic assessment if applicable and highlight if joint strategic assessment with police.

The team

Summary of who produced the report, include

- names,
- role in team
- organisation
- acknowledgements (for example of any consultants used)

Methodology

Set out the approach used to produce the assessment, including:

- What data was actually used
- The timeframe for collecting and comparing data
- How the analysis was undertaken
- Details on any issues relating to specific data sets
- The community engagement approach including how it informed the assessment
- Any issues relating to analytical capacity and resources.

Data sources

Set out what data and information was available to inform the strategic assessment. This can include what agency provided the information, which data used and what timeframes. Include some commentary on the reliability and validity of data and any problems faced in analysis of the information such as:

- Gaps in information
- Accuracy in data collection and recording
- Non comparable data sets
- Data only collected recently
- Changes in the way that data has been recorded.

Reference data sharing and data protection protocols.

Section 2: The Analysis

Contextual information

An overview of the partnership area including relevant geographic, demographic, socio-economic factors and unique issues that might impact on this strategy such as population change, housing growth, large scale planned events, regional or cross-border issues.

The scanning exercise

The scanning exercise reviews and summarises the levels and patterns of crime and disorder, anti-social behaviour (including behaviour negatively impacting on the environment) and substance misuse. The exercise should refer to data from all sources, not just crime data. The scanning exercise will include:

- An assessment over time: this shows trends and patterns over time e.g. change since the baseline year of 2003/04
- Recent assessments exploring changes in the levels and patterns over the last year or since the last assessment
- A review of existing community engagement findings or other local public opinion information
- A review of performance against current targets with comparisons (for example most similar group)
- Summary of emerging long list of priorities

The analysis

A summary of in-depth analysis of the priorities emerging from the scanning exercise. The strategic assessment needs to include sufficient analysis for the partnership to start to identify their priorities and associated response for the partnership plan.

- Set out the topics that require further analysis and why
- Produce profiles of these topics that will inform the strategic assessment. These should contain:
 - a. Scale of the problem (numbers and proportions) and any reasons for changes
 - b. Suggested causes of the problem
 - c. Relevance of location, victim and offender in addressing the problemThese can be written from:
 - a. Additional analysis from data sources (which may include the wider context)
 - b. Recently completed local analysis, research and evaluation
 - c. Evidence from national research or examples of effective practice elsewhere
- List which additional relevant analysis cannot be undertaken and the reasons for this. 'Known unknowns' are important in deciding the response and planning for next year

Summarise the findings within this section of the strategic assessment and list which require further analysis before the partnership approves delivery.

Section 3: Priorities

The priority selection process

Set out what process was used to select priorities, what criteria were chosen and why.

Set out what the community considered were the priorities that need to be addressed and how these have been dealt with

The strategic priorities

Set out the full list of recommended priorities

Include what needs to be addressed and what the expected outcomes of this could be in terms of outputs and outcomes.

The priorities need to be considered by

- a) the partnership itself
- b) the responsible authorities in their work

where relevant, county strategy group

Section 4: Current Activity and Provision

Current activity that addresses priorities

Summarise current activity from the most recent partnership plan which relates to the emerging priorities.

Review the impact of these.

Recommend whether these activities should continue, be changed or cease.

Local experience

Summarise local knowledge of what works well in this context in tackling the problem

Identify any gaps in local provision.

Section 5: Conclusion

Next steps

- Set out a process for producing the partnership plan based on the strategic priorities
- Set a strategic assessment review date/s
- List recommendations for future strategic assessment process
- Record identified development needs within the partnership including gaps in analysis and analytical capacity.

Appendices

Optional but might include

- Data sharing protocols
- Detailed analysis
- Detail of community engagement prioritisation process