

## The self-assessment form

Name of partnership:

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Date of assessment:

Month **E** Year **xample**

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## 1. Leadership

This section asks you to review your progress in establishing and maintaining the culture and systems needed for long-term success.

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
1.1 The partnership is effectively led and supported and leadership is responsive and proactive.	✓				There is a problem with staff gaps. Also existing staff will need to have the terms of reference and detailed actions (with timescales) to be outlined for the whole organisation.	<ul style="list-style-type: none"> <li>• <b>Minutes of meetings show absence of proactive action &amp; lack of agreed actions &amp; deadlines.</b></li> <li>• <b>Lack of staff in partnership has meant reduced support.</b></li> <li>• <b>Absence of constitution &amp; terms of reference.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Agree constitution &amp; terms of reference.</li> <li>• Define new role of chair and provide training if needed.</li> <li>• Do more to maximise the potential of new members (both organisational and personal) through the adoption of an induction pack.</li> </ul>

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
1.2	Partners have established the purpose, processes and structures for the delivery of the partnerships aims and its targets.		✓			Sub group with clearly defined remit & timetable working successfully on restructuring.	<ul style="list-style-type: none"> <li>• <b>List of membership of Board.</b></li> <li>• <b>Minutes of partnership meetings.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Increase level of engagement by partnership agencies.</li> <li>• Identify all key players &amp; seek representation on Board at chief executive level.</li> <li>• Agree strategic remit of new partnership.</li> <li>• Partnership agreement in place that defines roles &amp; responsibilities of partners.</li> </ul>

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
1.3	Partnership members accept full accountability for their role in strategic partnership improvement and delivery.		✓				<ul style="list-style-type: none"> <li>Decisions &amp; actions agreed without reference to partnership e.g. plans not signed off by partnership.</li> <li>Minutes of Board meetings.</li> <li>Examples of joint project work</li> </ul>	<ul style="list-style-type: none"> <li>Arrange for all plans to be signed off by partnership. May need special meetings &amp;/or delegated to chair.</li> <li>Board to be informed of &amp; engage in delivery process.</li> <li>Closer working relationships with health</li> <li>Review role of prison service</li> <li>Invite court representation on to the strategic group</li> </ul>
1.4	The organisation of the partnership, which may include task and work groups, is established and reviewed on a regular basis by the leadership to ensure that it delivers the partnership strategies.	✓					<ul style="list-style-type: none"> <li>No formal review process in place.</li> <li>Absence of terms of reference &amp; business plan.</li> </ul>	<ul style="list-style-type: none"> <li>As 1.1.</li> <li>Agree review process.</li> <li>Develop business plan for partnership.</li> </ul>

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
1.5	The members of the partnership carry their knowledge, experience and influence to other partnerships, organisations and initiatives in which they are involved. The consequences of this can be seen in the inclusion of crime and drugs issues in key strategic plans.		✓			<ul style="list-style-type: none"> <li>Lack of profile in LSP.</li> </ul>	<ul style="list-style-type: none"> <li>Included in Street Crime, BCU, Prison Service Business Plan &amp; PCT local delivery plans.</li> </ul>	<ul style="list-style-type: none"> <li>As 1.2.</li> <li>Ensure partnership's agenda included in other statutory plans &amp; vice versa.</li> <li>Identify other key strategic plans</li> </ul>

## 2. Audit and Strategies

This section asks you to review how the partnership has produced its local crime and disorder and drugs audits and strategies for.

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
2.1 Strategic priorities and the options for responses are determined by evidence of local problems but are also informed by national priorities. <i>(As identified within the National Drugs Strategy and the National Crime Reduction Strategy).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>  <input checked="" type="checkbox"/> Nat		Example	<ul style="list-style-type: none"> <li>• <b>Response to Street Crime &amp; BCU initiatives.</b></li> <li>• <b>Each action plan makes reference to needs analysis but absence of co-ordinated local needs assessment.</b></li> <li>• <b>Lack of research into needs of BME but starting some work.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identify &amp; include process of ongoing needs assessment in strategy.</li> <li>• Map current research &amp; identify gaps.</li> <li>• Introduce central manipulation of data &amp; analysis of local trends.</li> </ul>

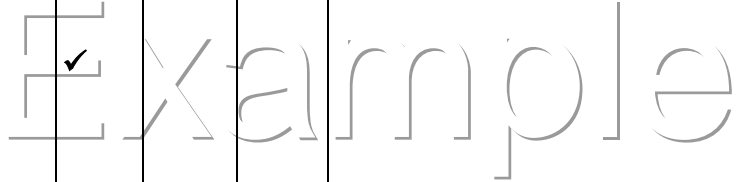
STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
2.2 The partnership has in place the necessary information sharing protocols, skills and equipment to analyse drugs and crime and disorder data.		✓			• Introduction of new performance management system planned April 2005	<ul style="list-style-type: none"> <li>• <b>Systems being put into place re BCU.</b></li> <li>• <b>Information regularly provided to Street Crime Strategic Board. Minutes of these meetings. Partnership collating information.</b></li> <li>• <b>IT investment within community safety team</b></li> </ul>	<ul style="list-style-type: none"> <li>• Establish protocols &amp; integrated information sharing protocol. Improve transfer of information.</li> <li>• Review information sharing in relation to domestic violence and racial and homophobic crime</li> </ul>
2.3 The partnership has developed detailed SMART action plans for each strategic priority taking account of relevant local plans, targets and identified risks. All plans contain clear definitions of desired outcomes, completion dates and monitoring, review and evaluation processes.		✓				<ul style="list-style-type: none"> <li>• Plans are not SMART, e.g. Treatment Plan, but within community safety strategy effort has been made to align targets</li> </ul>	<ul style="list-style-type: none"> <li>• Go through Treatment Plan &amp; set milestones for the 4 themes.</li> <li>• Identify risk factors to action plans</li> <li>• Quarterly reviews by GO</li> </ul>

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
2.4 Partnership strategies have been formulated by appropriate bodies and meet all relevant legal requirements (for example the Crime and Disorder Act 1998 as amended by the Police Reform Act 2002).			✓			<ul style="list-style-type: none"> <li>All strategies follow the legal requirements of CDA 1998, Police Reform Act 2002</li> </ul>	<ul style="list-style-type: none"> <li>Continue to review strategies in light of forthcoming legislation</li> </ul>

### 3. People & Partners

This section asks how well the partnership manages and develops the skills and potential of its officers and partners at an action group and partnership wide level.

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
3.1	All individuals involved in partnership working understand their role and responsibilities in delivering actions to achieve strategy targets.		✓			<ul style="list-style-type: none"> <li>Vacant posts 2002-2003.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed new partnership &amp; team structure.</li> <li>Further work to be done with health, schools, business, RSLs, courts and CPS</li> </ul>	<ul style="list-style-type: none"> <li>Improve staff recruitment.</li> <li>Develop closer working relationships with mentioned agencies</li> <li>Undertake joint events to develop networking</li> <li>Consider establishing joint funded posts</li> <li>Training events on partnership development</li> <li>Develop introduction procedures for new members</li> </ul>

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
3.2 The partnership ensures that performance assessment procedures are in place for all people involved in the implementation of local drugs and crime reduction strategies (including effective personnel improvement programmes).						<ul style="list-style-type: none"> <li>• Performance assessment in place and beginning to work effectively</li> <li>• Personal development programmes not yet established</li> <li>• The core local authority community safety team have received appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>• Establish personal development programme for all members</li> </ul>

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
3.3 The commitments agreed in action plans by partnership members are taken to be binding upon the organisation whose representative has made them. This includes the provision of sufficient and appropriate resources to complete the action.		✓			Example	<ul style="list-style-type: none"> <li>Accountable individuals identified</li> <li>Minutes of Harm reduction meetings eg SLA's covered work with YOT &amp; Youth Services.</li> </ul>	<ul style="list-style-type: none"> <li>Establish SLA for actions identified in plans</li> <li>Closer partnership through problem solving to use resources more effectively</li> <li>Reduce abstraction of partnership officers for other duties</li> </ul>
3.4 All organisations, partnerships and initiatives in the partnership area, which can provide useful assistance to partnership strategy implementation, are mapped and involved where appropriate.		✓				<ul style="list-style-type: none"> <li>Mapping exercises undertaken</li> <li>Inter-agency training undertaken on several issues</li> </ul>	<ul style="list-style-type: none"> <li>Explore options for involvement of other groups</li> <li>Explore feasibility of core and peripheral agencies and groups</li> </ul>

#### 4. Resources

This section asks how the partnership plans and manages its external and internal resources in order to develop and deliver the partnership's audits.

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
4.1	The partnership has agreed and identified the appropriate human, financial and other resources for the delivery of its strategic priorities. Included within this will be 'joint commissioning' of services between agencies and the creation of 'pooled budgets' where appropriate.			✓		<p>Example</p> <ul style="list-style-type: none"> <li>Reviewed staffing resources post CDRP/DAT integration Nov 2003</li> </ul>	<ul style="list-style-type: none"> <li>Resources identified for delivery of most of the strategic priorities</li> <li>Pooled budget for the Racist Incident Co-ordinator</li> <li>Joint commissioning to be arranged for pooled partnership budgets</li> </ul>	<ul style="list-style-type: none"> <li>Establish joint commissioning group for partnership funds</li> <li>Identify contributions from other key agencies in priority areas, e.g. youth provision</li> <li>Review alignment of resources with targets</li> </ul>

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
4.2	The partnership regularly monitors the use to which human, financial and other resources are being put.		✓				<ul style="list-style-type: none"> <li>• Monthly and quarterly monitoring in place</li> <li>• Some evidence of review and assessment, e.g. evaluation of burglary reduction activity</li> </ul>	<ul style="list-style-type: none"> <li>• Make available resource information</li> </ul>

## 5. Processes

This section asks you to review how the partnership plans, manages and improves its processes in order to develop and deliver its strategies.

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
5.1	The partnership has agreed with relevant statutory agencies how each will respond to their obligations under Section 17 of the Crime & Disorder Act 1998.			✓			<ul style="list-style-type: none"> <li>• <b>Council has an agreed process in place which includes distribution of guide to all service managers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Community safety team to support probation, health, and fire service in the mainstreaming agenda</li> <li>• Establish joint development seminars on Section 17</li> <li>• Seek clarity on legislation as some agencies unaware of their legal responsibilities</li> </ul>

STANDARD		GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
5.2	The partnership regularly conducts and reviews consultation around experiences and perceptions of crime, disorder and drugs with communities (including hard to reach and vulnerable groups) and appropriate professionals in the partnership area.			✓			<ul style="list-style-type: none"> <li>• Research into views of young people carried University March 2003.</li> <li>• Consultation regularly undertaken at local level through focus groups, and resident meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Develop systematic consultation plan</li> <li>• Develop work with hard to reach groups</li> </ul>
5.3	The partnership has an agreed, clear and accountable framework for the delivery of its strategies.			✓		<ul style="list-style-type: none"> <li>• Introduction of new performance management system planned April 2005</li> </ul>	<ul style="list-style-type: none"> <li>• Action Plans in place.</li> <li>• Monitoring and reporting framework through the CDRP / DAT Executive Group and into the Partnership Board</li> </ul>	<ul style="list-style-type: none"> <li>• Review of reporting framework to assess effectiveness</li> </ul>

STANDARD	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
5.4 The partnership routinely adopts data driven problem analysis and problem focused solutions (for example, problem solving and intelligence driven approaches) in the delivery of its strategies.		✓			<ul style="list-style-type: none"> <li>Not all partners working in a problem solving fashion</li> </ul>	<ul style="list-style-type: none"> <li>Some work on hot spots</li> </ul>	<ul style="list-style-type: none"> <li>Adopt partnership problem-solving training</li> <li>Ensure all agencies contributing relevant and timely data</li> </ul>
5.5 All activities, for which relevant ethical or legal frameworks exist, should be undertaken within those frameworks (for example, the Race Relations (Amendment) Act 2000).				✓		<ul style="list-style-type: none"> <li>Case management process within the DAT/CDRP work within these frameworks</li> </ul>	<ul style="list-style-type: none"> <li>Review procedural arrangements with legal services and equalities</li> </ul>

### Process of Self-Assessment

This section asks how the partnership undertook the assessment process

Process	Comments
Preparation and Co-ordination – Sub-Group or individual	Example
Consultation – Postal	
Consultation – Face-to-face	
Group Work / Seminar Format	
Conflict Resolution or Voting Mechanism (manual/IT based)	
Utilisation of Existing Meetings	

**SIGNATORIES**

\*I have read the attached self-assessment and agree that it is an accurate and fair assessment of the partnership at this time.

Form completed by: \_\_\_\_\_

Organisation/role: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of partnership Chair: \_\_\_\_\_

Organisation: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of District / Borough / Unitary Authority Representative: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of County Council Representative (in two-tier areas): \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of Police Representative: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of Police Authority Representative: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of Fire & Rescue Service Representative: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Name of Primary Care Trust<sup>1</sup> Representative: \_\_\_\_\_

\* Signature: \_\_\_\_\_

Example

<sup>1</sup> Included as forthcoming responsible authority under Police Reform Act 2002

## Examples of Differing Amounts of Detail in Evidence

Some partnership's made brief assertions;

STANDARD	Example	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS	
4.1	The partnership has agreed and identified the appropriate human, financial and other resources for the delivery of its strategic priorities. Included within this will be 'joint commissioning' of services between agencies and the creation of 'pooled budgets' where appropriate.				✓		Resources identified  Pooled budget of £175k		

Some gave longer explanations of what had been done;

STANDARD	Example	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
5.1	The partnership has agreed with relevant statutory agencies how each will respond to their obligations under Section 17 of the Crime & Disorder Act 1998.			✓			<p>The Partnership has adopted a Problem Solving Form based on the Police model. All projects / initiatives / activity relating to Community Safety should be detailed on a Problem Solving Form and submitted to the partnership administrator for Action Plans to be updated.</p> <p>Problem Solving forms also act as a funding application form, therefore all projects funded through the partnership have been developed utilising the Problem Solving Model</p> <p><b>The Partnership utilises best practice from other partnerships across the country</b></p>	

Some gave a few related actions and documentary evidence to describe how they met the standard;

STANDARD	Example	GAP IDENTIFIED	WORKING TOWARDS	SOME SUCCESS	DOING WELL	COMMENTS	SUPPORTING EVIDENCE	IMPROVEMENT GOALS
4.1	The partnership has agreed and identified the appropriate human, financial and other resources for the delivery of its strategic priorities. Included within this will be 'joint commissioning' of services between agencies and the creation of 'pooled budgets' where appropriate.			✓			Lead officers group meet every 6 weeks and will review all targets and progress and then produce update reports for the strategic group to review (see update reports and minutes of lead officers)	