



5 minute guide to:

The Role of a Neighbourhood Action Team Member

Prepared by

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Introduction

This '5 Minute Guide' aims to explain the role of a Neighbourhood Action Team member. It is largely extracted from the more comprehensive Safer Neighbourhoods Action Programme (SNAP) document which is available on request from the Safer Neighbourhoods Team (contact details on front page).

There is a NAT for each of the 17 wards in North Lincolnshire.

NAT Functions

The NATs primary functions are to:

Receive information from the community about local issues which, primarily, affect community safety and the built environment although this could be reviewed to widen the scope of the work of the NAT at a later date.

Prioritise those issues for action.

Work with the local community and partners to resolve those issues

Ensure the wider community are aware of the priorities and action through effective means.

Team Officials

In order to ensure that meetings run smoothly and that NAT business is conducted as efficiently as possible, every NAT is supported by 4 key officials:

The NAT Chair

The NAT Secretary

The Area Safer Neighbourhoods Officer

A Neighbourhood Police Officer

The **NAT Chair** is responsible for the conduct of meetings and the overall leadership of the Team. The Chair will be an elected Ward Councillor for the area

The **NAT Secretary** is responsible for ensuring that NAT meetings 'happen'. Their responsibilities include:

The booking of and payment for meeting venues.

The sending of meeting invitations.

The taking of meeting notes and the distribution of meeting summaries

The Chair will be assisted by an **Area Safer Neighbourhoods Officer** and a **Neighbourhood Police Officer** who have a wide knowledge of community safety issues and a good understanding of partner capabilities and service delivery mechanisms.

They assist the Chair by helping to move discussions along and by adopting a lead role in priority issue selection and problem solving exercises.

The **Area Safer Neighbourhoods Officer** will co-ordinate activity against actions with the appropriate partner/service provider irrespective of their attendance. The **NAT secretary** will arrange attendance of partners at NAT meetings when appropriate to provide updates on actions.

Key Individuals in the Community

Membership Responsibility

As a member of a NAT you will be responsible for representing your community in order to resolve the issues that affect them most. As part of the Key Individual Network you will have the ability to influence positive change for your neighbourhood and you will also be able to commit resources and take ownership of actions on behalf of your organisations. That network is made up of:

- Elected Ward Councillors
- Town and Parish Councils
- Community Groups including:
- Neighbourhood Watch Groups
- Residents Associations
- Youth Groups
- Community Interest Groups
- Local Schools
- Local Businesses
- Humberside Police
- The Safer Neighbourhoods Hub
- Neighbourhood Management bodies
- Other individuals or agencies deemed appropriate by the Neighbourhood Action Team

Community issues

Prioritising

The most crucial element of a NAT is to identify issues and then work to resolve those issues through actions. In every community there are almost as many issues as there are residents and not every issue can or should be dealt with at a NAT. Community Safety issues- such as Anti Social Behaviour and Burglary- should become the priority when deciding what the NAT will focus on.

This is not to say that other problems - such as dog fouling - can't or won't be resolved they will just be dealt with by the appropriate service outside the meeting.

The following questions can help make identifying Community Safety issues a bit easier.

No:	Question	Yes	No
1	Is it of concern to a number of residents or to the partnership / police?	✓	
2	Is it likely to go away on its own?		✓
3	Does it persist despite traditional policing efforts?	✓	
4	Is it something that the community, police and partnership agencies can impact on with available resources?	✓	
5	Does this issue affect the Safer & Stronger agenda	✓	
6	Is it likely to be better addressed by another group or body?		✓

If the answers to the questions given do not match those above, it is unlikely that the problem is suitable for discussion at the NAT Meeting.

Problem Solving

Once the issues have been prioritised the next step is towards resolving the problem. Problem solving is a process used to find out as much about an issue in order to effectively deal with it.

NATs are encouraged to discuss the more complex issues using the SARA Problem Solving method in common use throughout the Safer Neighbourhoods Partnership. All Safer Neighbourhoods Officers and Police Officers are familiar with problem solving and can help you understand the process.

SARA stands for;

Scanning- *where problems are identified, using local knowledge and data from a wide range of organisations*

Analysis- *where the data is used to identify the causes of those problems*

Response- *where solutions are devised for the problem, using situational and social approaches*

Assessment- *looking back to see if the solution worked and what lessons can be learned*

About Safer Neighbourhoods

The Safer Neighbourhoods Partnership is a collective of North Lincolnshire Council, Humberside Police and other public, private and voluntary sector bodies mandated under the Crime and Disorder Act 1998 to reduce crime and disorder throughout North Lincolnshire. The Partnership is led by a Strategy Board and is administered by the multi-agency Safer Neighbourhoods Team.

Each year, the Partnership carries out an assessment of crime, disorder and substance misuse and develops a rolling three-year plan to tackle the issues identified.

The Partnership is engaged in a wide range of activity ranging from providing drug treatment services to working with young people to divert them from crime.

For more information about this guide or about the Safer Neighbourhoods Partnership, call us on: 01724-297430