



Reply to: Leah Smith
Telephone: 01953 424455
Date: 19 June 2024

Dear Member of Public,

RE: Freedom of Information Request FOI/OPCCN/240

I am writing in connection with your email dated 29 May 2024, in which you requested the following information:

This FOI relates to your community safety team and activity.

Q1. The size of the team

Q1.1 How many people (full-time equivalent) are employed to undertake community safety work, including Crime & Disorder/Community Safety Partnership type activity?

Q1.2 How many are permanent (FTE)?

Q1.3 How many are fixed term or temporary (FTE)?

Q2. How is the team funded?

Q2.1 How many FTE are paid from core council funding?

Q2.2 How many FTE are paid from a grant or other external funding? Please identify the grant or external funding source.

Q2.3 How many FTE are paid from other sources (e.g. Contributions from other orgs/hosting arrangements)? Please identify the funding source.

Q3. Please describe the team's roles, activities and specialisms.

Q4. Please describe how your team works with partners in the local system.

I have reviewed our records and can advise the following:

Q1.1 – 10.4 FTE

Q1.2 – This is available via the structure chart on the OPCCN website: [Office team | Norfolk PCC \(norfolk-pcc.gov.uk\)](#)

Q1.3 - This is available via the structure chart on the OPCCN website: [Office team | Norfolk PCC \(norfolk-pcc.gov.uk\)](#)

Q2.1 - This is available via the structure chart on the OPCCN website: [Office team | Norfolk PCC \(norfolk-pcc.gov.uk\)](https://www.norfolk-pcc.gov.uk/office-team)

Q2.2 - This is available via the structure chart on the OPCCN website: [Office team | Norfolk PCC \(norfolk-pcc.gov.uk\)](https://www.norfolk-pcc.gov.uk/office-team)

Q2.3 - This is available via the structure chart on the OPCCN website: [Office team | Norfolk PCC \(norfolk-pcc.gov.uk\)](https://www.norfolk-pcc.gov.uk/office-team)

Q3 – Roles and responsibilities:

Community Safety Officer

Responsible for the support the management of the Norfolk County Community Safety Partnership by report writing, policy analysis and performance reporting on key priorities

- Supporting the development of community strategy and delivery plans for the county and localities.
- Support local leadership boards to identify, set and make plans to address community safety priorities and report progress on delivery.
- Lead on thematic priorities by co-ordinating subgroups, conducting policy research and analysis, developing delivery plans and monitoring outcomes.
- Maintaining content and publishing information on priority themes on the NCCSP website.
- Managing engagement events with a range of stakeholders including elected members, partners, general public.
- Co-ordinating the development of funding bids.
- Managing projects to reduce crime and disorder and improve community safety in Norfolk.
- Working with/supporting the Community Safety Communications Manager to design, develop and deliver NCCSP campaigns aimed at the general public, partner agencies, local service providers and any identified target audiences.
- Maintaining up to date knowledge on specific community safety policy areas locally and nationally.
- Representing the Norfolk Community Safety Partnership at boards, forums and networking events and building relationships with new strategic and operational key stakeholders.
- The role holder will also be responsible for frequent horizon scanning within the scope of the area of community safety, looking for trends, best practice and forthcoming legislative or national guidance that would affect practice. This horizon scanning will enable development of NCCSP related priorities at the earliest opportunity making recommendations for change.

Community Safety Manager /Serious Violence Manager

Management and leadership of the Community Safety Team/Serious Violence Team

- Building effective relationships with strategic partners and stakeholders

- Management of the Norfolk County Community Safety/Serious Violence partnership and delivery of activity required to meet statutory responsibilities
- Provision of policy advice and support to Partnership and Sub-Group Chairs
- Managing all parts of the DHR/Serious Violence Duty process
- Managing the strategic outcome framework and performance reporting processes
- Liaising with central government departments
- Collating and submitting official returns
- Liaising with the Norfolk County Council Community Safety Scrutiny Panel and coordinating the reporting process
- Apply for external funding streams and co-ordinating delivery of associated projects
- Managing and co-ordinating communications campaigns and activity
- Supporting the Serious Violence project manager and co-ordinating NCCSP activity to meet needs of the serious violence and combatting drugs policy areas
- Deputising for the Assistant Director Policy and Partnerships
- Representing the NCCSP and OPCCN at external meetings

Serious Violence Analyst Role

The Serious Violence Duty Analytical Lead provides direction and leadership in a multi-agency environment aiding analysis and insight to develop an understanding of the reality and risks of serious violence in Norfolk. The postholder leads on the production of multi-agency evidence led strategic needs assessment and reports, provide recommendations to partners and support the development of innovative data-sharing products, aid senior decision-making to drive continuous improvement and behavioural change, building relationships with key leads and ensuring data governance requirements are met. The purpose of this role is to support the Norfolk County Community Safety Partnership including the Serious Violence Partnership Group to utilise a range of analytical techniques and research methods to understand, shape and respond to preventing and reducing serious violence across Norfolk.

Business Support Role Community Safety/Serious Violence

The purpose of the roles is to support the management of Norfolk's partnership response to Community Safety and Serious Violence Duty. The post holders play a key role in managing meetings and information relating to the work of the team and collating and distributing information.

Serious Violence Duty Communications and Engagement Officer

The purpose of this role is to support Norfolk's partnership response to the Serious Violence Duty through the development of meaningful routes for engagement, coproduction and communication. The post holder builds and maintains relationships, channels of engagement and communication with all key stakeholders (statutory, non-statutory, third sector and members of the public) to identify opportunities for collaborative working to prevent and reduce serious violence.

Q4 - Please refer to the Norfolk Community Safety Partnership [Norfolk Community Safety Partnership \(norfolk-pcc.gov.uk\)](https://norfolk-pcc.gov.uk) and Serious Violence Strategy [Serious Violence Duty | Norfolk PCC \(norfolk-pcc.gov.uk\)](#) information contained on the PCC web pages which provides full information regarding how the team works with partners in the local system.

Yours sincerely

L. Smith

Leah Smith

Complaints and Compliance Manager and FOI Decision Maker
Office of the Police and Crime Commissioner for Norfolk

Internal Review

If you think we have not supplied information in accordance with Section 1 (the General Right of Access) of the Freedom of Information Act 2000, or you are dissatisfied with the way in which your request has been handled, then you should write within 40 days of the date of the response to:

Mark Stokes
Chief Executive
Office of the Police and Crime Commissioner for Norfolk
Building 7
Falconers Chase
Wymondham
Norfolk
NR18 0WW

Telephone: 01953 424455

Email: opccn@norfolk.police.uk

If you are dissatisfied in any way with our response or the way we have handled your request, you can contact us by phone, email or in writing. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request, or we may decide to treat your complaint formally under our internal review process.

An internal review is conducted by the Chief Executive who will review the request and response, taking account of your complaint(s), and will respond in writing as soon as possible. The Information Commissioner's Office recommends that a response should be made in 20 working days. If we are unable to respond in this timeframe, we will inform you and provide a date by which you should expect to receive our response.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at www.ico.org.uk