



BCRP National Standards

Version 3.2

November 2019

1 Overview and Governance

- 1.1 The Partnership should be identifiable.**
A partnership name.
- 1.2 The Partnership should have a correspondence address.**
- 1.3 The partnership should have an identifiable manager.**
The person with overall responsibility for the partnership
- 1.4 The partnership may serve a single or multiple business sectors.**
For example: Retail, Pubs, Clubs, Industrial
- 1.4A The standards are met in respect of all sectors of the membership.**
For example, the Night Time Economy (NTE) may require collaboration with different and additional partners to daytime retailers to meet standard 4.2
- 1.5 The partnership should be clear about its legal status and its liability as a group or limited company.**
There are a range of formats for partnerships, include Company Limited by Guarantee or Community Interest Company through to an ad hoc partnership, which has no legal standing.
- 1.6 The governance structure should be set out clearly.**
A Memorandum & Articles of Association, Constitution or similar will provide evidence of this. The constitution should set out the principles, governance system and rules of your partnership.
- 1.7 The partnership should have a board of management, steering group or other group responsible for setting direction.**
The Board of Management (BoM) will act as the first point of contact on issues such as expenditure, procedure management and scheme discipline. The BoM is normally appointed from member businesses, and could include representatives from the Police, Council and other key stakeholders such as BIDs and place management.
- 1.8 The partnership holds an annual general meeting or equivalent**
Minutes should be taken.
- 1.9 Scheme Accounts are maintained.**
Spending and income are properly accounted. This may be as part of a larger entity i.e. a BID in which case please show the proportion of the levy spent on the BCRP.
- 1.10 Budgeting takes place.**
Financial stability is planned for.
- 1.11 A paid or voluntary member of staff manages the partnership scheme appropriately.**

2 Partnership, Benefits aims and objectives

- 2.1 The partnership has a clear vision or strategic aim that supports the reduction of business crime.**
This should be a very clear statement of what your scheme aims to do for your members and their community.
- 2.2 The partnership provides benefits and value to its members and the community it was set up to serve.**
The perceived value can be as simple as a financial or membership benefit or it can be a wider community benefit.
- 2.3 Performance is measured.**
Possible sources of evidence: Monitoring radio usage logs, No. of offenders recorded, regular meetings etc. This may include Q & A or interviews.
- 2.4 Data is analysed.**
The scheme produces effective information from the data it collects to help in the management and delivery of the crime reduction initiative.
- 2.5 Members are active and encouraged to be engaged.**
Members should be kept engaged or measures are being taken to increase active participation
- 2.6 Members are supported to tackle crime & disorder.**
- 2.7 Records are kept up to date and reviewed regularly.**
Membership records for example.
- 2.8 Appropriate information is shared with other crime reduction schemes if possible.**
This could be locally, regionally or nationally.
- 2.9 Training is offered to members and staff.**
Training or presentations to members and staff in order that they can make the best use of the Partnership systems and procedures.
- 2.10 If civil recovery schemes are operated these are conducted properly.**

3 Communications

3.1 Members receive regular communications and can communicate easily with the manager.

The partnership engages with and communicate with members and members can engage and communicate with the partnership.

3.2 A clear brand is in place.

The partnership has a distinctive logo/identity.

3.3 The scheme is promoted.

The partnership works to raise its profile.

3.4 Regular briefings take place for members and other stakeholders.

For example, Intelligence Briefings for members and other groups in the area e.g. Pub Watch (if applicable).

3.5 Members opinions are sought.

For example, A satisfaction survey of members or an evaluation at least annually to identify ways of improving the scheme and service delivery as well as training needs.

3.6 Induction takes place for new members.

New members are introduced to the scheme in order to get the best out of it.

3.7 Feedback on partnership activity and performance is given to member businesses.

Feedback to members provided at least annually.

3.8 A Partnership must have a web presence (or be working towards a web presence) and this must be up to date.

It is acceptable to be working towards an online presence with plans to achieve this before renewal of accreditation. This may be as simple as a page on a BID or local area website but must be kept up to date.

4 Systems & Procedures

- 4.1 The scheme is cost effective (value for money).**
Demonstrate the partnership's cost effectiveness.
- 4.2 Other agencies and key stakeholders are engaged.**
Encourage the police and other key stakeholders to be involved in your scheme.
- 4.3 Appropriate insurance in place**
This includes employer's liability and insurance to cover all activities undertaken by the partnership. E.g. Professional Indemnity Insurance, Public Liability or Employee Liability.
- 4.4 A Code of Practice for members is in place and up to date.**
- 4.5 Operating Guidelines for the partnership are in place and up to date.**
- 4.6 An Information Sharing Protocol is in place and up to date.**
Including partnership Information Sharing Protocol, including Audit Procedures.
- 4.7 An Information sharing agreement is in place with the local police.**
This must be up to date and reviewed as required. If the police have refused to engage this will need to be recorded and the National Business Crime Centre informed.
- 4.8 Business continuity plans are in place.**
To prevent Partnership disruption caused by the loss of key staff or disaster.
- 4.9 Any exclusion or banning notice scheme is managed appropriately.**
Include the criteria for issuing an exclusion notice, who can and when an exclusion notice can be served.
- 4.10 Any Exclusion Scheme Protocol is in place and up to date.**
Exclusion notice issue, duration and terms and conditions are clear.
- 4.11 Excluded persons list is available if an exclusion scheme is in place.**
This must be available at appropriate times to members and the police in order to evidence exclusion. This will likely be 24/7 as evidence may need to be provided to courts overnight.
- 4.12 Any Radio or other voice communications schemes are appropriately owned and licenced.**
Hardware should be appropriately owned/rented and either Ofcom or other licences obtained as appropriate.
- 4.13 A voice protocol is in place.**
To ensure clarity of communications.
- 4.14 Users are trained in the use of communication schemes.**
Training or a user guide to ensure that members can use the facility.
- 4.15 CCTV control room staff should where possible have access to the partnerships Radio/Voice Scheme.**

This is beneficial for managing incidents. If not possible reasons must be recorded.

4.16 The police monitor or access your Partnerships Radio Scheme if possible.

This is beneficial for managing incidents. If not possible reasons must be recorded.

4.17 CCTV control room staff can access appropriate information from the partnership and it is up to date.

If appropriate this allows CCTV staff to recognised wanted or banned people to prevent crime.

4.18 The partnership has a complaints procedure in place and records are kept.

This should include complaints made against the partnership, employees or a member, by a member or by the public. This is addition to any appeals or subject access request procedures relating to data protection. Records should be kept to monitor recurring issues.

5 Data Integrity

- 5.1 The scheme is registered with the ICO.**
If personal data is held/used this is a legal requirement.
- 5.2 The scheme has a nominated person responsible for Data Protection.**
- 5.3 Data is secure.**
Partnership data is held and stored securely.
- 5.4 A Data Sharing Agreement is in place.**
There are formal agreements for sharing data with members and any other parties.
- 5.5 The schemes comply with the DPA 2018 and GPPR and members are advised on compliance**
Information or advice given to business members to assist them to comply with the DPA in relation to data security, use and third-party disclosure. A properly integrated Data Protection Impact Assessment (DPIA) is essential to comply with this standard.
- 5.6 Scheme Rules and Procedures are in place.**
Data Integrity and membership agreements in place with members.
- 5.7 Data and information is accessible for members.**
Evidence that your members can securely access and interrogate up to date information 24/7. (Please note this only applies to information they have access permissions to view in accordance with the Data Protection Act).
- 5.8 Staff are vetted.**
If staff are employed there is an effective vetting policy.

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