BCRP National Standards Assessment Document

Business Crime Reduction Partnership

Secured by Design

SBD

Official Police Security Initiative

Your Details

A	**Name and contact details of person completing this form.** Please include email address and phone number so that assessors may make contact.

B	**Name of partnership to appear on the certificate and in the directory.** This will be copied directly so please check for accuracy.

C	**Contact details to be included in the directory on the NBCC website.** This can include a website, email address, phone number or other contact details as appropriate. These will be publicly listed.

Notes for guidance

Each statement corresponds to one of the standards. Following the example below, provide evidence that the partnership meets each standard. It may be convenient to attach documents. The assessor will then review the evidence submitted and provide an overall recommendation. They may also add comments to a particular standard in order to explain or justify their decision. Suggested word count for each assessment question is max 200 words, and max 50 documents of supporting evidence.

0	Example	N	M	X
0.1	**This is an example standard. It is copied directly from the standards agreed by the board.** *These are the notes that accompany the statement above. They are also agreed by the standards board.*			
	Type information here to provide evidence that the standard has been reached. You can also attach files in this area. *Assessors can add comments at the bottom if required.*			

The column on the right is for assessor use. They will mark the appropriate column once the form has been reviewed.
(N = Not yet met, M = Standard met, X = Exceeds standard).

1	Overview & Governance Structure	N	M	X
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			
	Set out who has responsibility for what e.g. crime manager, BCRP manager. Is it a full time job.			
1.4	**The partnership may serve a single or multiple business sectors.** For example: Retail, Pubs, Clubs, Industrial			
	Include Members List			
1.4A	**The standards are met in respect of all sectors of the membership.** How do you support the different needs of your membership, as shown in 1.4?			
	Include evidence of any project work to demonstrate that you support all the business sectors that you represent. Include the number of members in different sector and a list of members.			
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	Overview & Governance Structure	N	M	X
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.			
	Attach Constitution or Articles of Association.			
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.			
	Attach list of Board Members and their contact details.			
1.8	**The partnership holds an annual general meeting or equivalent.** Minutes should be taken.			
	Attach Minutes of AGM			
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.			
	Attach Scheme Accounts			
1.10	**Budgeting takes place.** Financial stability is planned for.			
	Attach Business Plan			
1.11	**A paid or voluntary member of staff manages the partnership scheme appropriately.**			
	Explain staff structure e.g. number, hours, responsibilities etc			

2	Partnership, Benefits aims and objectives	N	M	X
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.			
	Evidence aims and objectives of the BCRP			
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.			
	What are the benefits of being a member of this BCRP? What projects do you deliver to address local need? Evidence of project work/days of action/partnership work designed to promote national safety objectives, e.g. VAWG, Safe Spaces, CT, CSE, etc.			
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.			
	Evidence KPIs - value losses/recovered, number of people attending meetings, number of incidents,			
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.			
	Explain what is done with the data collected about incidents in businesses – how does this benefit the members			
2.5	**Members are active and encouraged to be engaged.** Members should be kept engaged or measures are being taken to increase active participation.			
	Possible source of evidence: Monitoring users activity, Monthly Management reports, Database access, radio usage logs and reports. Newsletters, Social media usage, *Attach flyers, newsletters, social media posts etc. Number of users of the intel system, number of times they have logged in per month/year, numbers attending intel briefings.*			
2.6	**Members are supported to tackle crime & disorder.**			
	What initiatives are being delivered to reduce business crime? What training is taking place to educate members on local and national safety priorities *Attach evidence*			

2	Partnership, Benefits aims and objectives	N	M	X
2.7	**Records are kept up to date and reviewed regularly.** Membership records for example.			
	What records do you keep? And how often are these reviewed?			
2.8	**Appropriate information is shared with other crime reduction schemes if possible.** This could be locally, regionally or nationally.			
	How do you share data and what do you share?			

3	Communications	N	M	X
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.			
	Methods of communication and frequency, who can be contacted when manager not working or on leave.			
3.2	**A clear brand is in place.** The partnership has a distinctive logo/identity.			
	Attach window sticker and logo			
3.3	**The scheme is promoted.** The partnership works to raise its profile.			
	Evidence of social media, news articles, leaflets etc			
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).			
	Evidence meeting/briefing frequency, number of attendees, who attends, attach list of meeting dates.			
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.			
	Evidence survey and the results			
3.6	**Induction takes place for new members.** New members are introduced to the scheme in order to get the best out of it e.g. intel system, reporting/banning process etc.			
	Evidence training material and describe how training is conducted.			

3	Communications	N	M	X
3.7	**Feedback on partnership activity and performance is given to member businesses.** Feedback to members provided at least annually.			
	E.g. Annual report, statistics, feedback on offenders, please evidence			
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, local area website or the access site to the partnerships incident recording system, but must be kept up to date.			
	State web address, intel system			

4	Systems & Procedures	N	M	X
4.1	**The scheme is cost effective (value for money).** Demonstrate the partnership's cost effectiveness.			
	Reference KPIs to describe how BCRP delivers value for money and return on investment			
4.2	**Other agencies and key stakeholders are engaged.** Encourage the police and other key stakeholders to be involved in your scheme.			
	Describe the level of engagement with partners			
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.			
	Attach insurance certificate			
4.4	**A Code of Practice for members is in place and up to date.**			
	Attach and describe code of practice			
4.5	**Operating Guidelines for the partnership are in place and up to date.**			
	Attach and describe operating protocols			
4.6	**Business continuity plans are in place.** To prevent Partnership disruption caused by the loss of key staff or disaster.			
	Describe business continuity plans/contact information/accessibility of data etc			

4	Systems & Procedures	N	M	X
4.7	**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.			
	Describe Exclusion process			
4.8	**Any Exclusion Scheme Protocol is in place and up to date.** Exclusion notice issue, duration and terms and conditions are clear.			
	Attach exclusion protocol and describe			
4.9	**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.			
	How do members and police access the banned list?			
4.10	**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.			
	Attach Ofcom License and describe network			
4.11	**A voice protocol is in place.** To ensure clarity of communications.			
	Attach Radio Protocols			
4.12	**Users are trained in the use of communication schemes.** Training or a user guide to ensure that members can use the facility.			
	Attach Radio Training			

4	Systems & Procedures	N	M	X
4.13	**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			
	Does the BCRP Radio link into the Local Authority CCTV Control Room?			
4.14	**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.			
	Do CCTV Control Room staff have access to the intel database and banned list?			
4.15	**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 in addition to any appeals or subject access request procedures relating to data protection. Records should be kept to monitor recurring issues.			
	Attach Complaints Procedure and describe			

5	Data Integrity	N	M	X
5.1	**The scheme is registered with the ICO.** If personal data is held/used this is a legal requirement.			
	Attach ICO Certificate and state registration number			
5.2	**Information sharing agreements and processes are in place with police and partners.** 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.			
	Attach ISAs with Police and Local Authority, and with member businesses, and describe the process			
5.3	**The scheme has a nominated person responsible for Data Protection.**			
	Please provide details			
5.4	**Data is secure.** Partnership data is held and stored securely.			
	Describe data storage and retention policies *Attach data retention policy*			
5.5	**How the schemes complies with the DPA 2018 and GDPR 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.			
	How are members trained in Data Protection? What information are they given? How do they confirm acknowledgement of their responsibilities? *Attach: DPIA, Subject Access, Privacy Policy, Record of Processing Activities, Data Integrity Agreement with Members, Processing Children's Data*			

5	Data Integrity	N	M	X
5.6	**Scheme Rules and Procedures are in place.** Data Integrity and membership agreements in place with new and existing members.			
	Include new member approval process i.e. ensure that new member is appropriate. *Attach rules and protocols*			
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).			
	How do your members view partnership data? What data and information are you sharing with your members?			
5.8	**BCRP staff are vetted.** If staff are employed there is an effective vetting policy.			
	BCRP staff are vetted - DBS check as a minimum.			

Assessment *For assessor use only*

A	Recommendation
X	Exceeds Standard
M	Standard Met
W	Working towards standard. This can only be used in limited circumstances. See assessor notes.
N	Standard Not Yet Met

B	**Final comments** Overall comments on the assessment. This may include reasons why the standard is not yet met, as well as identifying any other areas for development or good practice. The lead assessor may add to this.
C	**Short notes that may be published in the directory or other publicity.** This is a good opportunity to note any particular good practice or can be left blank. Be aware – these may be made publicly available. The lead assessor may add to this.

D	Assessor Signature	
	Assessor name	
	Assessor Registration number	
	Date	

E	**Lead assessor certification** The lead assessor for the Assessing Organisation certifies that the assessment procedures have been followed and recommends that accreditation is granted.	
	Signature	
	Name	
	Assessing Organisation	
	Date	