

Safer Neighbourhood Board Training

We recognise that it is important to support and value the contribution of volunteers to the work of the Mayor's Office for Policing and Crime (MOPAC) and other partners. To ensure Safer Neighbourhood Board (SNB) members are able to operate effectively MOPAC will provide some core central training, opportunities for networking and peer support, and will also work with SNBs to identify and meet further training and learning needs.

The core training will focus on three key areas:

1. Introduction to MOPAC and SNBs;
2. Understanding and Using Data; and
3. Chairing and managing meetings.

Any or all of these sessions may be repeated as and when required.

1. Introduction to MOPAC and Safer Neighbourhood Boards

This semi-formal session will provide an opportunity for SNB members to find out more about MOPAC and to be introduced to the MOPAC team.

The session will provide an opportunity for SNB members to network and share experiences.

The session will:

- restate MOPAC's aims and expectations for the boards and the support that MOPAC will provide.
- provide members with the opportunity to learn about and share ideas, tools and methods that will support the work of the SNBs.
- provide an opportunity for SNB members to explore and share experiences about how different boards have been developed and the different approaches to delivering the SNB functions.
- provide each attendee with a welcome pack containing useful information and reference material.

It is anticipated that this session will take place in June 2014.

2. Understanding and Using Data

Management information and performance data will be essential tools for SNBs. Much of the work of the SNB will be focussed on using data to understand what is happening locally and to effectively challenge performance and delivery. This session will equip SNB members with the tools and skills to be able to do effectively.

This session will:

- it will demonstrate which data sets are relevant for which of the SNB functions.
- provide members with the skills to be able to examine and interpret data and to be able to use it to ask the right questions.

It is anticipated that this session will take place in June 2014.

3. Chairing and Managing Effective Meetings

The ability to effectively chair and manage meetings are key skills in ensuring that SNBs can deliver their functions. This session for all chairs and vice chairs (where they exist) will provide an opportunity for SNB members to gain the necessary skills and will ensure that all SNBs have a shared understanding of the requirements.

This session will:

- equip SNB members with the skills to be able to plan agendas, identify key objectives for each meeting and to manage meeting time effectively to ensure the objectives are met.
- provide members with the tools and strategies to maximise participation during meetings and to ensure key actions are identified and progressed.

This session will take place by the end of July 2014 (dependent upon SNBs being in a position to identify the relevant people to attend the training).

4. Recognition and Networking Events

We recognise that being part of an SNB is a significant and important commitment and we value the contribution that volunteers make to the work of MOPAC. For this reason, we are committed to providing ongoing support to those volunteers, and peer support is a key element of this approach.

To this end, we will facilitate a twice yearly meeting for all SNBs, to provide a forum through which to share good practice, successes and challenges, and to also deliver an ongoing learning element.

The first SNB Forum meeting will be held in Autumn 2014.

In addition, MOPAC will host an annual celebration and recognition event for all SNB members. **The date and further details will be confirmed in due course.**

5. Further training and ongoing learning

We recognise that SNB members may have ongoing learning and development needs, particularly as new members come onto the boards. In addition to the core training identified above, MOPAC may provide either refresher courses or additional training. MOPAC will work with boards to identify further learning requirements and how these will be met.