

Appendix 2

Coventry Community Safety Partnership

Engagement and Consultation Plan



Contents

1. Introduction
 2. What can be influenced by the public / what is fixed?
 3. Engagement and consultation plan
 4. Activity plan
 5. Contact information
-

1. Introduction

1.1 What is the purpose of this engagement?

Coventry City Council wishes to consult and seek the views of residents, and all other stakeholders in relation to the creation of a 3-year Community Safety Partnership Plan to direct the delivery of its priorities.

Community Safety Partnerships (CSPs) are the statutory body that bring together local partners to solve shared issues around Crime and Disorder, Anti-Social Behaviour (ASB), Drug and alcohol misuse, and reoffending. The CSP in Coventry meets as the Police and Crime Board (PCB).

Every three years Community Safety Partnerships are required to develop an overarching Community Safety Partnership Plan under the Crime and Disorder Act 1998. The plan provides an overview of the work and priority areas that fall under the responsibility of the CSP.

In advance of the plan, the CSP will be using information from the Strategic Assessment. The Strategic Assessment is created on behalf of the CSP, by West Midlands Police Partnership Intelligence Liaison Team. It provides an analysis of the level and patterns of crime and disorder in the city over the last 12 months.

The information from the public consultation and stakeholders, together with the data from the Strategic Assessment will be reviewed in workshops by the sub-groups of the PCB. This will be used to generate the strategic priorities of the PCB and a Community Safety Partnership Plan will identify how these priorities will be delivered.

1.2 What do we want to achieve?

The main purpose of this activity is to help the Community Safety Partnerships to consult with the public as required by the Crime and Disorder Act 1998, which will allow them to develop and carry out strategies that reduce crime and disorder, address substance misuse, and decrease reoffending in their local authority area.

The objectives of the activity are:

- To collect and summarise the views and opinions of the residents in Coventry about ASB & crime & disorder.
- To record any feedback from key partners and stakeholders in the city and any challenges they may face in achieving their aims

1.3 How do we plan to achieve our objectives?

The Council proposes to carry out a 12-week consultation to obtain feedback and views on issues connected to ASB and crime & disorder. Following this wide reaching consultation the Council will analyse the responses and develop a report to demonstrate how it has responded to the suggestions received. The results of the consultation will help to inform the production of a 3-year Community Safety Plan. These final proposals will be published and formally agreed by the Council.

2. What can be influenced by the public and what is fixed?

Fixed:

-
- The length of time the plan will be in operation.

Can be influenced by the public:

- Priorities
- How we deliver on the priorities
- How we can support their issues

3. Engagement and Consultation Plan

3.1 Who are we engaging with?

The following list are examples of the stakeholders that the Council will consult with and is not limited.

General target group	Examples of Individuals/organisations
Organisations that represent residents' in the city	<ul style="list-style-type: none"> • Acorn Union • The Tenants Voice • Belgrave Road & Neighborhood Watch Association • Cannon Park Residents Association • Bell Green Area Tenants and Residents Association • Chapelfields Area Residents and Traders Association (CARTA) • Charterhouse Resident's Association • Cheylesmore Good Neighbours • Clifford Bridge Community Association • Deedmore Residents Association • Gosford Park Residents Association • Manor Farm Residents Association • Paradise Community Action Group (PCAG) • Princess Street Residents' Association • Singer Residents Group • St. Catherine's Resident's Association • Stoke Aldermoor Resident's Association • Stoke Heath Resident's Association • Styvechale Grange Resident's Association • Tile Hill South Resident's Association • Tile Hill Village Residents Group • Upper Stoke Resident's Association • Wood End Residents and Friends (WERAF) • Wood End, Henley Green and Manor Farm (WEHM) • Frontline Network
Universities/colleges	<ul style="list-style-type: none"> • Coventry University • Warwick University • Arden University • Coventry Students' Union • Warwick Students' Union • City College

	<ul style="list-style-type: none"> • Herewood College
Youth Groups	<ul style="list-style-type: none"> • Guiding Young Minds • Positive Youth Foundation • Sky Blues in the Community • Bardsley Youth Project
Charities	<ul style="list-style-type: none"> • CW Mind • Shelter • Crisis • Citizens Advice • City YMCA • Cyrenians • Steps For Change • Emmaus • Valley House • Haven • Grapevine
Local Business	<ul style="list-style-type: none"> • BiD (Business Improvement District) • Federation of business owners
Other	<ul style="list-style-type: none"> • Coventry Pride • DEN (Internal) • Local Councillor's • Coventry Multi-Faith Forum
Advice groups	<ul style="list-style-type: none"> • Citizens Advice Bureau • Coventry Independent Advice Service • Age UK Coventry and Warwickshire • Coventry Refugee and Migrant Centre
Emergency Services	<ul style="list-style-type: none"> • West Midlands Police • West Midlands Fire and Rescue Service

3.2 When and how are we engaging?

This consultation will last for 12 weeks, starting on 10th July 2024 and ending on 2nd October 2024. The consultation period has been set to allow us to reach out to a broad variety of stakeholders. To facilitate this, we have planned several different engagement activities for the consultation, including:-

Online consultation questionnaire

The main way for people to share their opinions and thoughts on the plan will be through a consultation page on the Council's online platform "Let's Talk". It will have an online survey. This will help us to collect, compare and track responses.

The page on the Council's website will give the respondent all the information they need about the proposal so they can provide relevant information. They can use the online survey on any device - mobile, tablet, laptop/computer. Residents who don't have digital access can ask for a paper copy or get help to do the survey digitally at one of our engagement sessions.

Meetings/workshops/forums/engagement sessions

We will organise several events to engage stakeholders as part of the consultation. We will visit various forums to inform them about the consultation and respond to their enquiries. We will invite attendees to participate in our consultation workshops and/or complete our online consultation survey on the tablets that we will provide at the sessions.

To hear from residents in different locations, we will hold sessions throughout the city. We will also reach out to support networks and local groups so that different residents can share their views on our proposals and their local crime and anti-social issues.

In writing/email

Contact details will also be advertised as part of the consultation so that representations can also be made via e-mail or in writing. There will be a dedicated email address for responses.

The consultation will take note of any formal petitions and will also take note of any activity on social media, although this will not equate to a formal representation.

3.3 What are the questions we will ask?

The sample questions shown here are taken from our planned online consultation survey and are not meant to cover everything. There will be a comprehensive pack with all the relevant information to help respondents comprehend what they are being asked and provide a thoughtful response.

1. Have you or anyone you know been a victim of ASB or crime in the last 12 months
 2. Do you go into Coventry town centre on a regular basis during the day
 3. Do you go into Coventry town centre on a regular basis at night/evening
 4. What do you think are the biggest crime and Anti-Social behaviour issues in your
-

neighbourhood.

5. From the list below which three options do you think should be the main priorities for Coventry's Community Safety partnership to focus on.
6. Do you have any additional thoughts on the priorities for the Coventry Community Safety Partnership, or about community safety issues in general?
7. From the list below please select the five most effective ways that you think crime could be reduced in your neighbourhood and the city.
8. From the list below select 3 ways you think Coventry's Community safety partnership could help local communities respond to ASB and crime in your area
9. From the list below select all the ways you currently get news and updates from Coventry City Council

3.4 How will we promote the engagement opportunity?

The Council will communicate effectively to encourage feedback from the consultation and ensure that it reflects the opinions of the impacted groups. The main goal of the consultation is to inform and educate stakeholders about the proposals and how they can share their views. Communications will continue during the consultation and will involve:

- Advertising on electronic media such as Coventry City Council website
- An e-form linked to the main consultation webpage
- Advertising on social media such as Twitter, Instagram, Facebook
- Straplines linked to the main consultation page to be added to all officer email signatures
- Direct mail and email to local communities
- Community meetings and events in Coventry including focus groups for the representatives of some minority groups
- Emails to local stakeholders
- A dedicated email address for responses
- PowerPoint presentations for events.
- Direct emailing of Resident Associations.
- Invitation of various stakeholders to online workshops
- Presentations at online forums
- Advertised internally on staff intranet

3.5 What is our plan for letting people know the outcome of the consultation?

The consultation process will involve keeping a formal record of each event or period of consultation and the feedback received. The record will include the date of the consultation, the type of consultation, the participants and the feedback provided. After the consultation is finished and all responses are collected, all feedback will be evaluated and presented in the consultation report.

Coventry City Council will document all comments received and explain how they made decisions and weighed consultation responses with any evidence and information. They will put the consultation report on the website. The consultation results and response, and any recommendations, will go to the Council's Cabinet.

4. Activity plan

WHAT	WHO	PURPOSE	WHERE	WHEN
Attend Community Council Meetings		Introduce the plan to hold a consultation and ask for volunteers to attend our consultation workshops.	Online/in person	TBC
Strap lines on emails	General public	Advertise consultation.	Community Safety Officers and management	Duration of consultation
Social media campaign	General public	Advertise consultation.	Facebook. Twitter, Instagram, Yammer	Once a week for the duration of consultation
Advertising on electronic media	General public	Advertise consultation.	Coventry City Council website & Let's Talk pages	Duration of consultation
Email/Mail shot to stakeholders	Mailing list	Advertise consultation.	PCB members & Stakeholders	July
Email invitations	Mailing list	Invite Groups and agents to our discussion workshops on our plan	Email	July
Electronic Flyers	General public	Advertise consultation.	Information in all CCC E Newsletters	Duration of consultation
Information bulletin	General public	To advertise the consultation and offer the public the chance to approach us informally and ask questions they have regarding the scheme.	TBC	Multiple events throughout the consultation

5. Contact information

Stakeholders are able to contact officers if they would like to know more about the engagement plan or activities via the details below:

Community Safety
 Address: PO Box 15
 Council House
 Earl Street
 Coventry
 CV1 5RR
 Telephone: 02475 270947
 Email: Communitysafety@coventry.gov.uk
