

# North Notts Business Crime Reduction Partnership

## Constitution

February 2021

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**CONSTITUTION**

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## Section 1

### Constitution

#### 1. Partnership Title

- 1.1 The Partnership will be known as the North Notts Business Crime Reduction Partnership (NNBCRP).

#### 2. Management of the Partnership

- 2.1 NNBCRP will be representative of the participants and other interested parties, formally constituted and managed.
- 2.2 The NNBCRP Steering Group will manage the partnership and will meet at least 4 times a year. A member of the North Notts BID Board will sit in this Steering Group.
- 2.3 The Steering Group have an Articles of Association and Scheme of Delegation documents available to view if required.
- 2.4 This Steering Group will oversee the aims and objectives of the Partnership.
- 2.5 The Steering Group will steer the agenda and direction of the partnership. The main role is to support the NNBCRP Chief Executive and NNBCRP staff team to set and meet targets fulfilling the partnership objectives detailed in the NNBCRP Terms of Reference. The Steering Group will include a Chair and Vice Chair. This group will be made up of at least three members and a maximum of twenty members.
- 2.6 The Steering Group will be responsible for the financial, operational and disciplinary regulation of the Partnership.
- 2.7 The Steering Group will:
- a) Ensure that all partnership policies and procedures are fully complied with
  - b) Review and approve the business plan for the **NNBCRP**
  - c) To advise and support the **NNBCRP** Manager in the delivery of the overall strategy and target outcomes for the **NNBCRP**
  - d) To monitor the overall workload and well-being of the **NNBCRP** staff
  - e) To consider any opportunities to expand and develop the work of the **NNBCRP**
  - f) To assist to carry out any reviews
- 2.8 Representatives of the police and other organisations involved in the Partnership will be entitled to attend the Steering Group in an advisory capacity and/or at the invitation of the Steering Group members.

- 2.9 The Steering Group are empowered to ensure that all Partnership policies and procedures are fully complied with by each member.
- 2.10 The NNBCRP partnership are known as the Data Controller, with the named person being the NNBCRP Project Co-ordinator.

### **3. Aims & Objectives**

- 3.1 The legitimate and lawful gathering, collation, processing, exchange and management of all relevant information relating to business crime by and between the business members of the Partnership. The police contribution where information sharing protocols are in place, will be the legitimate and lawful provision and management of relevant data, in accordance with current police information management guidelines.
- 3.2 To reduce and prevent criminality and anti-social behaviour by reducing the opportunity to commit crime.
- 3.3 The Partnership objectives are:
- a) To assist in prevention and detection of crime.
  - b) To reduce the opportunity to commit crime.
  - c) To assist in apprehension or prosecution of offenders.
  - d) To reduce members' losses caused by crime and anti-social behaviour.
  - e) To create a "safe and secure" environment for customers, staff and visitors and to contribute to the economic viability and prosperity of the area.
  - f) To strengthen partnerships with the police, local authorities and other key agencies and organisations.

### **4. Membership Criteria**

- 4.1 Membership will be drawn from businesses that trade in or in close proximity to the areas represented by the NNBCRP and representatives of other interested Parties, to include other police forces and duly constituted external business crime partnerships where information sharing agreements exist.
- 4.2 A member is defined as a business or partnership which has signed the agreements to abide by the Codes of Practice, Operating Guidelines and Data Integrity Agreement, and have been made aware of their statutory obligations. External partnerships may become members subject to examination and agreement with their Codes of Practice and signing of a relevant information sharing agreement.
- 4.3 Members who are in breach of any code of conduct or other rules governing activities of the Partnership shall be liable to disciplinary action by the Steering Group. This may take the form of warning, suspension or exclusion from the Partnership.

## 5. Meetings

- 5.1 The NNBCRP Annual General Meeting will be held once a year. Other meetings specific to NNBCRP will be held during the year as and when required.

## 6. Voting

- 6.1 This is managed by the Steering Group. The Steering Group have an Articles of Association and Scheme of Delegation documents available to view if required.

## 7. Administration

- 7.1 The officers of the Steering Group shall be the Chair and Vice Chair. The Steering Group have an Articles of Association and Scheme of Delegation documents available to view if required.
- 7.2 NNBCRP staff will act as Secretary and prepare the agenda for meetings after consultation. The members may propose items for inclusion on the agenda, which should be notified to the Secretary in advance of the next meeting. Minutes of meetings will be taken and circulated.
- 7.3 The NNBCRP Steering Group will be responsible for all monies, accounts and property.

## 8. Funding, Financial Record and Accounts

- 8.1 All costs will be covered by the North Notts BID.

## 9. Process

- 9.1 The Partnership office shall be established at: North Notts BID Ltd, West Retford Hall, Rectory Road, Retford DN22 7AY.

## 10. Benefits

- 10.1 Members will be entitled to receive reports, photographs or other information concerning the activities of criminals whose activities affect their trading environment. The requirement being that the processed data must be relevant for the purpose (that is the prevention and detection of crime, disorder and anti-social behaviour, to reduce the opportunity to commit crime, disorder and anti-social behaviour and the apprehension and prosecution of offenders) and be lawful and legitimate.
- 10.2 Disclosure of NNBCRP data must only be provided for under the Data Protection Act 2018 (see sections 2 and 16) only following assessment by the data controller or any appointed officers to operate on their behalf. The decision to disclose will necessarily have to be on a case-by-case basis and should not be regarded as being available under an automatic authority. There is never an absolute entitlement to receive personal data, as each disclosure must have to be for the purpose (that is the prevention and detection of crime, disorder and anti-social behaviour, to reduce the opportunity to commit crime, disorder and anti-social behaviour and the apprehension and

prosecution of offenders) and will be given only after consideration by the data controller in possession of the information.

- 10.3 Members must ensure that they put internal systems in place to enable them to identify target offenders and to pass that information to the Partnership.
- 10.4 The police will have proper access to data for the purposes of crime prevention or detection. Other third party disclosure will be within the terms of the data notification and the Act itself.
- 10.5 De-personalised, anonymous or other information, which is not subject to the Data Protection Act 2018 and the General Data Protection Regulation, may be released, where appropriate, from time to time to assist other crime reduction initiatives/agencies.

## **11. Liabilities**

- 11.1 NNBCRP may withdraw the services it provides by giving one month's written notice of its intention. Any disciplinary proceeding may result in immediate termination of the service.