

GWENT POLICE COMMUNITY IMPACT PROCEDURE



1.1 Introduction

1.1.1 This procedure is designed to provide advice and guidance on the completion of Community Impact Assessments. A Community Impact Assessment (CIA) is a means of measuring the 'mood' (actual or anticipated) of any group of people as a result of an incident, event, or pattern which is likely to cause concerns or tensions. It is used to inform police and partnership interventions through the National Intelligence Model tasking and coordination process, pre, during, and post-event, to restore positive community relations to the area or group affected. **In Gwent, CIAs are completed on a standard Pro Forma available on the Intranet (Force Forms) as outlined in the template at the rear of this document.**

1.1.2 It is accepted that tension levels in relation to a specific incident or operation will constantly change as local, regional, national and even international events are played out in our communities. Equally it must also be accepted that the levels of tension experienced by communities may be very different from those perceived by the police.

1.1.3 However, it is important to remember that, if completed properly in partnership with the right people, a CIA acts as a critical tool in managing the impact of policing activities on our communities, and determining an appropriate course of action.

1.1.4 An ongoing, national community impact assessment is provided by the National Community Tension Team under Operation Element, providing data which will allow a local CIA to be contextualised within the national and international situation. Operation Element is a restricted document and more information can be obtained from the Community Cohesion Team, or F.I.B.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE

1.2 Aims of a Community Impact Assessment:

- To enable a dynamic assessment of community tension
- To assess a state of tension so that information can be fed into the N.I.M. process for decisions concerning deployment of resources
- To consider potential community tensions as a result of policing action
- To demonstrate consistency, accountability and transparency
- To assist in meeting our legal duty to assess the impact of policing activity on communities
- To provide a summary of the main tensions that exist within a particular community
- To assist in the identification of any communities that have been disproportionately affected by policing activities
- To assist in the identification of key stakeholders (internal and external) that can provide support to the communities involved
- To support Gwent Police's statutory duty under the Health and Safety at Work Act 1974 to risk assess every policing operation
- To contribute to the completion of the force operational order procedure; IIMARCH (Information, Intention, Method, Administration, Risk Assessment, Communications, Human Rights/Health and Safety)
- To assess the impact, lessons learned and any further potential impact on tensions post-incident

1.3 Procedure

The Definition of 'community'

1.3.1 There are several ways in which a 'community' can exist, and modern communities are not limited by geography. A community may be:

- A group of people living in the same locality
- A group of people having common interests, e.g. the scientific community; the international business community
- A group sharing a particular characteristic (for example, religion, disability or sexual orientation)
- Created in a 'virtual' context (e.g. members of a particular online forum)
- Society as a whole; the public

1.3.2 The subject of the CIA will dictate which type(s) of community will be affected. For example, protests outside a local Mosque in Newport will not only have an effect on local, geographic communities, but will also have the capacity to influence community tensions within the wider Muslim community across Gwent.

When should a Community Impact Assessment be completed?

1.3.3 Any incident or policing activity could require the completion of a CIA if it is anticipated that it will have, or currently has, implications for levels of community tension.

Completion of a Community Impact Assessment should be considered when:

1. Community tensions have been identified within an area, and require policing intervention
2. A policing operation or activity is to take place within an area where there are existing community tensions
3. A national/international event is likely to cause localised tensions
4. In the event of a Critical Incident
5. In the event of a Major Incident
6. A Firearms Silver (tactical commander) has authorised the police use of firearms

Further information on both Critical and Major Incidents can be found in their respective policies.

1.3.4 For pre-planned policing operations, the CIA will be completed prior to commencement of the operation. For genuine spontaneous operations, or responses to incidents/events, then the assessment should be completed as soon as is practical in the prevailing circumstances to allow the organisation to successfully manage post-incident community issues and risks.

Who should complete a Community Impact Assessment?

1.3.5 Given the importance and consequences of assessing community impact appropriately, assessments should ideally be completed by an officer of Inspector rank, or above. However, there will be occasions where an appropriate Sergeant will be required to complete a CIA, particularly where they have intimate knowledge of the community concerned.

1.3.6 CIA content should always draw upon the local knowledge of the area or communities affected that will be held by neighbourhood teams and/or other relevant specialist departments. Therefore, it is critical that any CIA is completed by an appropriate, local, member of personnel that will have ongoing involvement in the operation or incident until its resolution, and is at an appropriate level of seniority that reflects the nature of the operation or incident. This will range from Neighbourhood Sergeant to Gold Commander level.

Who can assist with the completion of a Community Impact Assessment?

1.3.7 Although a CIA is an internal document, its primary purpose is to manage, and protect communities from any emerging community tensions. It is essential that information within a CIA reflects the community's perception of the risk they feel, and any existing or developing threats.

1.3.8 Therefore, consultation with communities forms a vital part of the CIA process. This can be done:-

Informally – as part of ongoing contact with neighbourhood teams

Formally – through targeted consultation with particular communities that may be affected

1.3.9 Formal consultation should take place through existing community engagement structures. This will include the Independent Advisory Group, or any established multi-agency or community forums that already exist (for example, Community Safety Partnerships, or Community Cohesion Forums). Internal Staff Support Networks (for example, the Gay Support Network) may also be able to offer advice.

1.3.10 When consulting with communities it is important to establish the relevance and appropriacy of that engagement. If the CIA relates to an incident involving a specific community group, the owner should endeavour to fully understand the nature of that community, and who will need to be contacted (for example, understanding the difference between the hard of hearing and Deaf community, or between the Yemeni Muslim and Bangladeshi Muslim communities). Any inappropriate consultation has the potential to cause further tensions.

1.3.11 Consultation should be conducted in a manner that is considerate of individual needs, particularly when community members may have characteristics with particular sensitivities (for example engagement with transgender or lesbian, gay and bisexual communities). Further advice can be sought from the Community Cohesion Team in relation to these issues.

1.3.12 It is important to remember that press coverage and publicity will have a significant impact on community perception and potential tensions, so liaison with the Corporate Communications Department will also be necessary.

1.3.13 The Community Cohesion Team can provide advice on the completion of Community Impact Assessments, and suggest wider consultation that may be necessary as well as identify potential tensions and strategies to engage positively with communities throughout the incident/operation.

1.3.14 Any CIA that identifies tensions, or potential tensions that exist for people with Protected Characteristics, should be completed and sent to the Community Cohesion Team for advice. The Community Cohesion Team will provide specialist advice and guidance around consideration of any specific cultural or community considerations that will need to be detailed in the CIA. Protected Characteristics are defined under the Equality Act 2010 as:

- sex
- race (including Welsh Language)
- disability
- sexual orientation
- religion or belief
- age
- marriage and civil partnership
- gender reassignment
- pregnancy and maternity

1.3.15 The level and degree of consultation possible will be very much dependant on the nature, sensitivity and risk associated with the operation, and consultation should be recorded within the CIA. It is imperative that any community consultation should not serve to exacerbate any existing tensions, or create fear, therefore the nature and targets of any consultation should be carefully considered.

Actions and Outcomes

1.3.16 Each CIA should result in the completion of a Community Impact Assessment Action Plan, a feature which should bring together all aspects and information gathered during the assessment stage. It is recommended that all plans are formed around SMART objectives (S – Specific, M – Measurable, A – Achievable, R – Relevant, T – Timed) so as to allow for regular review and reassessment of the plan as specific police operational activities are delivered to the community.

1.3.17 It is important to remember that a CIA is a living document, and should be regularly updated, and version controlled, until identified tensions have dissolved. Prior to an event and during an incident, CIAs need to be updated regularly. This can be as frequently as 2 - 3 times a day during critical incidents. The timings and dates of entries within a CIA should be recorded within the document to ensure that post-incident, these can be contextualised.

1.3.18 The CIA should also form part of the de-briefing process, post incident, and its final version should reflect conclusions drawn and lessons learned from the management of community impact during the 'live' period.

Administration

1.3.19 The officer responsible for completing the CIA will copy all versions of the CIA to **FIB Mail**. The CIA will be retained by the Force Intelligence Bureau, (Principal Analyst), who will maintain a data base of CIA's as a register for the force. Although copies may be forwarded to any specialist department that may be able to assist in the creation of the CIA, or learn from its content. Retention of these documents will be in keeping with Management of Police Information and Criminal Investigations & Procedures Act 1996. CIAs are accessible via 24/7 Intel Officers.

1.3.20 Officers completing CIAs are reminded that IIMARCH Operational Orders and, therefore, CIAs are liable to disclosure under the Criminal Investigations & Procedures Act 1996 and the Freedom of Information Act 2000. The Data Protection Act should be followed in relation to any disclosure of personal information. Personal information should not be released without the expressed permission of the individual concerned.

Review

1.3.21 This procedure will be reviewed annually, beginning one year from the date of publication. The Detective Inspector for Neighbourhood Intelligence will have the responsibility for overseeing, monitoring and reviewing the process. Reviews will be conducted in consultation with relevant internal departments (including Community Cohesion and operational practitioners) and, where appropriate, external agencies.

Reviews will account for changes in legislation and working practices, as well as the outcomes of monitoring and evaluation.

2.0 The Legal Basis and Legitimate Aims

Management of Police Information
Criminal Investigations & Procedures Act 1996.

3.0 Human Rights Certification of Compliance

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making processes and outcomes of actions.

4.0 Compliance with The Welsh Language Scheme

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

5.0 Risk Assessment and health and safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

6.0 Procedure Identification Section

Procedure Title: Community Impact Assessments

Reference: 148/1 b issue 1

ACPO Lead: ACC

Service Area Owner: CID

Department Responsible: INTELLIGENCE

Links to other Policies/Procedure: Critical Incidents, Health and Safety, Operational Orders, Data Protection, Information Security, Event Planning.

Procedure Implementation Date: 1st June 2013

Procedure Review Date: June 2013



Gwent Police : Community Impact Assessment Template

This template should be used in conjunction with the Community Impact Assessment Procedure, available on the Force Intranet

How to Use the Template

1. Framed around the acronym SARA (Scanning, Analysis, Response and Assessment) the template contains a set of prompts or questions to take you through completing a Community Impact Assessment (CIA).
2. Guidance notes are written in italics throughout the document.
3. The first 3 sections (SAR) should be completed when planning the policing activity for any event/incident or operation, or planning the response to any spontaneous or unexpected event. The final section (A) should be completed at the end of the policing activity.
4. Templates should be completed electronically and saved, with clear version control if necessary.
5. This form should not be completed in isolation, but should draw on the skills and knowledge of relevant communities, partner agencies and internal departments.

Additional information regarding intelligence and the risk assessment can be found at the end of the template.

ALL COMPLETED CIA'S TO BE FORWARDED TO FIBMAIL VIA E MAIL

COMMUNITY IMPACT ASSESSMENT

BACKGROUND INFORMATION	
1.1 Police Reference: <i>Log number / Operation name</i>	1.2 Date and Time of event / incident / operation:
1.3 Event / incident / operation details <i>This should set the scene. Provide all relevant information (background and current regarding the event and/or police activity).</i>	
1.4 Location of the event / incident / operation	
1.5 Identified local communities <i>Consider both residential communities and groups that frequent the area.</i>	

SECTION 1 - SCANNING

1.6 What communities are most likely to be affected by this event / incident/ operation? Why is this the case?
1.7 What characteristics do these communities have, or identified needs, that may need to be considered? <i>Consider the needs and expectations of each affected community here (for example, current confidence in the police, cultural sensitivities or patterns of behaviour within particular communities)</i>
1.8 Are there any specific individuals or organisations likely to be affected? <i>As well as communities, consider other interested parties or stakeholders (for example, religious institutions)</i>
1.9 Are there any existing or previous community tensions affecting the area/communities? <i>These could be tensions between communities, or between the community and the police. Evidence from informal community engagement (e.g. through NPTs) should be evidenced here</i>
1.10 Are any other forces or agencies involved in this event / operation?

1.11 INTERNAL CONSULTATION	COMMENT	Time:	LOGGED
LPU Commander		Date:	
SIO		Date:	
Community Cohesion Team		Date:	
Other specialist resource(s)		Date:	
Press Office		Date:	
Gold Group (if applicable)		Time:	

NOT PROTECTIVELY MARKED

		Date:	
ACPO (if applicable)		Time:	
		Date:	

1.12 EXTERNAL CONSULTATION	COMMENT	LOGGED
Independent Advisory Group (IAG)		Time: Date:
National Community Tensions Team		Time: Date:
Family / victim		Time: Date:
Outside agency		Time: Date:
Outside agency		Time: Date:
Outside agency		Time: Date:
Outside institution / agency		Time: Date:

NB – Details must be provided of the views, concerns and observations of all those consulted, particularly any action suggested to minimise the effect of the police activity. This list is a suggestive guide, it is not exhaustive or prescriptive. It can be amended as required. When consulting external agencies it is recommended that both the individual and the organisation be noted.

SECTION 2 - ANALYSIS

2.1 POTENTIAL IMPACT

Based upon the information gathered, what is the impact or potential impact of the event/ incident / operation on community tensions? Examples of impact or potential impact are: - public order, crime, an increase in media attention. You should assess the potential impact using the framework below. Indicate your assessment rating in the space provided at the bottom of the table; please provide the rationale for this choice.

1	IMMINENT	Local, national or international events, taken alone or in combination, expected to lead to outbreaks of crime and/or disorder within hours.
2	HIGH	Local, national or international events, taken alone or in combination, expected to lead to outbreaks of crime and/or disorder within days.
3	MODERATE	Local, national or international events, taken alone or in combination, expected to raise substantially local experienced and evidenced tension. The expected rise in tension may be localised geographically or within communities.
4	LOW	Local, national or international events, taken alone or in combination, may lead to limited experienced or evidenced raising of tension. Any expected rise in tension may be localised geographically or within communities.
5	NORMAL	No issues locally, nationally or internationally that would impact on local communities sufficiently to cause abnormal tension levels.
		<i>Rationale to be detailed here</i>

NOT PROTECTIVELY MARKED

2.2 RISK ASSESSMENT						
RISK TYPE	Community Human	Community Structure	To Witness	To Police	To Specific Group	Of replication to other communities
HIGH						
MEDIUM						
LOW						

PREDICTIVE EVENTS	Arrests	Search Warrants	Charge	Release suspect	Court appearance	Police action/inaction	Funeral	Other
HIGH								
MEDIUM								
LOW								

2.3	Are there any additional risk factors? <i>Enter any additional information not sufficiently covered elsewhere.</i>
2.4	Consider the impact of the event/incident/operation or any proposed action at LPU, Force, Regional and National level. <i>Consider the context of the assessments in relation to local, force, regional, national and international communities where relevant. This can provide an early warning for other forces that have similar communities to our own.</i>
	Regional:
	Force (if applicable):
	Regional/ National/ International (if applicable):

SECTION 3 - RESPONSE	
3.1	If the potential for any negative impact on community tensions has been identified, are there any other options available, if so what are they? <i>Alternatives should be considered, aiming to minimise or negate negative impact while meeting objectives</i>
3.2	If the potential for any negative impact on community tension what other control measures (consequence management) have been put in place? <i>Provide details of any control measures put in place to minimise tension and negative reaction. For example, strategic communications, forming of consequence management cell etc).</i>
3.3	Action Plan <i>This should clearly identify specific objectives and requirements. Primary objectives should include (1) minimise or negate risk (2) provide direction in developing intelligence (3) meet the specific requirements of the operation or activity without creating or heightening tension in the community.</i>
3.4	What measures have been put in place to monitor the impact of this event/ incident/ operation etc. on the community?

As the event / incident/ operation progresses circumstances may change. It will be necessary to monitor this and where necessary conduct additional CIAs to ensure a correct assessment of community tension is developed.

3.5 ADMINISTRATION		
Signed	Time	Date
Officer completing		
Local Commander		
Silver/Gold Commander (if applicable)		

TO BE COMPLETED POST-EVENT / OPERATION / INCIDENT

SECTION 4 - ASSESSMENT

4.1	What impact (negative or other) has this event / operation / incident had on the community? <i>Describe the reaction.</i>
4.2	Did the event result in any media reaction? <i>Describe the media reaction.</i>
4.3	What consultation has been undertaken to inform communities of the outcomes of the event/ incident/ operation? <i>To maintain good relations a two-way channel of communication should be developed that allows for outcomes to be fed back to representatives.</i>

4.4 EXPERIENCED IMPACT		
What has been the overall impact of the event/ incident/ operation on community tensions? <i>Assess the impact using the two frameworks below. The first is to assess how the community is feeling, ie. based on perception and experience. Using "Experienced" framework, indicate your assessment rating in the space provided at the bottom of the table providing the rationale for this choice.</i>		
1	IMMINENT	Tension indicators indicating crime and/or disorder to be expected within hours – e.g. stockpiles of weapons discovered, groups gathering on streets, opposing groups planning to demonstrate. Community and/or criminal intelligence suggest disorder is likely to develop within hours.
2	HIGH	Levels of crime and/or disorder raised along with evidence of serious offences having been committed. Tension indicators showing sustained hostility between particular groups or towards police. There may be evidence of activity by extremist groups. Disorder may have happened in the recent past. Community and/or criminal intelligence suggests disorder or crime likely to develop within days.
3	MODERATE	Substantial rise in crime and/or disorder, combined with substantial corroborative evidence of other tension indicators. Particular communities may be targeted. Community and/or criminal intelligence suggests disorder or crime is likely to develop unless responses are developed. Levels may indicate targeting of specific communities.

5	RAISED	Evidence that crime and/or disorder levels are raised when compared to the normal levels. Raised levels may indicate targeting of particular communities. Levels not substantially above the normal. Information sources do not suggest that crime and/or disorder will develop.
6	NORMAL	No indication in police crime and disorder reporting that tension is above normal.
	Rationale	

4.5 EVIDENCED IMPACT

Now assess the situation based on the evidence available to the police. Using the “Evidenced” framework, indicate your assessment rating in the space provided at the bottom of the table and describe the rationale for this choice.

1	IMMINENT	Tension indicators indicating crime and/or disorder to be expected within hours – e.g. stockpiles of weapons discovered, groups gathering on streets, opposing groups planning to demonstrate. Community and/or criminal intelligence suggest disorder is likely to develop within hours.
2	HIGH	Levels of crime and/or disorder raised along with evidence of serious offences having been committed. Tension indicators showing sustained hostility between particular groups or towards police. There may be evidence of activity by extremist groups. Disorder may have happened in the recent past. Community and/or criminal intelligence suggests disorder or crime likely to develop within days.
3	MODERATE	Substantial rise in crime and/or disorder, combined with substantial corroborative evidence of other tension indicators. Particular communities may be targeted. Community and/or criminal intelligence suggests disorder or crime is likely to develop unless responses are developed.
5	RAISED	Evidence that crime and/or disorder levels are raised when compared to the normal levels. Raised levels may indicate targeting of particular communities. Levels not substantially above the normal. Information sources do not suggest that crime and/or disorder will develop.
6	NORMAL	No indication in police crime and disorder reporting that tension is above normal.
	Rationale	

NOT PROTECTIVELY MARKED

4.6	What is being done to reduce the impact of this event/ incident/ operation on the community concerned?
4.7	Do additional CIAs need to be completed, is so what frequency?

4.8 ADMINISTRATION			
Version Number	Status	Time	Date
<i>Please state version number</i>	<i>e.g. ongoing or completed</i>		
Signed	Print Name/Collar No.	Time	Date
<i>Officer completing</i>			
<i>Local Commander</i>			
<i>Silver/Gold Commander (if applicable)</i>			

ALL COMPLETED CIA'S TO BE FORWARDED TO FIBMAIL VIA E MAIL