



# NEIGHBOURHOOD ALERT DEV BOARD UPDATE: 42: DATE FOR THE DIARY!

Date: 23<sup>rd</sup> September 2019

**RE: This year's Neighbourhood Alert Development Board Meeting**



*Note: You are receiving this email circular because you are listed as a key contact involved with your organisation's Neighbourhood Alert system, including senior administrators and members of the Practitioners' Group. If you feel you should not be on this list, please reply to this email and I will remove you.*

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## Diary Date

Further to my "Save the date" email last month, I am delighted to confirm that this year's Development Board Meeting will be held in Nottingham on **Thursday 17<sup>th</sup> October 2019**. The following details include the venue, draft agenda and recommended attendee notes.

## Who should attend?



Since the first development of Neighbourhood Alert ten years ago, we have held an annual event to share ideas, provide networking and gather feedback. It has been open to existing and potential clients and from a wide range of roles.

Although having a similar objective to provide networking, the very specific focus on the development of “Version 4” this year dictates a heavy focus on reviewing ideas, raising requirements, discussing processes and gathering feedback relating to the new version. Basically, we want to pick the brains of **experienced administrators** and explore new ideas and requirements.

As such, we feel the Development Board meeting will be ideally suited to experienced administrators of both Main and Rapport admins. It will be very useful to have Social Media leads as well as those responsible for Citizens in Policing roles and Neighbourhood policing. Both office-based staff and front-line Neighbourhood policing users should attend in order to have a voice in the consultation.

## Agenda (Draft)

The **initial agenda items** for the Development Board are as follows:

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|----------|---|
| 9.00 am  | <b>Arrival</b> with refreshments and pastries served in the Lounge Bar  |
| 9.30 am  | <b>Meeting commences</b> in the Coral Suite   |
|          | <b>Introductions (All):</b> Round the room reports, stats, lessons learned, progress review and requirements from V4.   |
| 10:30 am | <b>Ground setting:</b> (VISAV)  |
|          | Review of required and redundant screens and processes.<br>Review current reports, key stats/KPIs required.<br>Explanation of Stats anomalies,<br>Explanation regarding the reasons and benefits of V4 software move.<br>Neighbourhood Watch Scheme Register and Tools Update<br>Q & As welcome throughout            |
| 11.30 am | <b>Refreshments</b>   |
| 11:45 am | <b>Rapport Update:</b> (VISAV) Current available options, examples of use, (Humber Talking, Target Lists etc)   |
| 1.00 pm  | <b>Buffet lunch</b> , networking  |
| 2:00 pm  | <b>Version 4:</b> (VISAV) Presentation of new Interface, demonstration of the online consultation phase   |
| 3:00 pm  | <b>Feedback workshops:</b> An opportunity to feedback initial thoughts, contribute to the new system requirements etc. Potential workshops include Interface design, reports, Survey facilities, 101 API. Please indicate which workshops should be included by completing this <a href="#">quick feedback form</a> . |
| 4:00 pm  | Collation of main thoughts from Workshop consultation by spokes people, final Q&As  |
| 4.15 pm  | Conclusion of meeting   |

**Action:** Prepare your introduction, recommendations, best practice and review of the year.

**Action:** Please visit [www.neighbourhoodalert.co.uk/devboardplanning](http://www.neighbourhoodalert.co.uk/devboardplanning) and indicate which workshops and agenda items you think we should facilitate. Please do this even if you are not fully

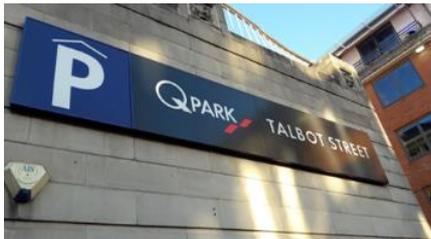
confirmed to attend at this stage, the early feedback will assist with planning. I will produce a final agenda in advance of the meeting.

## Venue:

[The Best Western Nottingham City Centre Hotel](#), 17-21 Wollaton Street, Nottingham NG1 5FW.

The hotel is situated in central Nottingham and easily accessible from the tram, as well as Nottingham Train Station, which is approximately 10 minutes' walk, or a short taxi ride away.

## Parking



Parking is available at Q Park on Talbot Street (200 yards from the hotel) and a preferential rate of £5 for the day (9am to 5pm) is offered to meeting delegates. Simply take your parking ticket to hotel reception at the end of the day and they will verify it and take payment. Further details about Q Parking can be found [here](#). A map of the exact location of the car park and the 3 minute walk to the venue can be viewed [here](#).

## Accommodation:

The venue is also a city centre hotel and we have agreed a **concession room rate** (£80) if you mention VISAV when you call (03330 034255). Do let us know by emailing [lisa@visav.co.uk](mailto:lisa@visav.co.uk) if you plan to stay the night before as we will be happy to arrange an informal get together.

I hope that you are able to come to, what I am sure will be, another useful and interesting event and would be grateful if you could confirm your attendance to [lisa@visav.co.uk](mailto:lisa@visav.co.uk) before 1<sup>st</sup> October 2019. Please can you also indicate if you have any special dietary requirements.

Do not hesitate to contact me if you would like to chat through anything and please take a moment to provide initial thoughts and suggestions regarding the draft agenda by completing this pre-meeting form: [www.neighbourhoodalert.co.uk/devboardplanning](http://www.neighbourhoodalert.co.uk/devboardplanning)

Best regards

**Mike Douglas**

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Images from the 2016 conference at this venue.

