



Lancashire Constabulary
CITIZENS IN POLICING ACTION PLAN 2014 – 2015
POLICE CADETS



CADETS					
KEY AREAS: 1. March 2015: New Ambition 2. Scheme Development and Governance; 3. Funding, 4. Recruitment) 5. Appointment, Training, Retention and Withdrawal; 6. Programme Design and Scheme of Work; 7. Internal and External Media & Marketing					
1	KEY AREA – March 2015: NEW AMBITION				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be Completed by	CURRENT STATUS and Date
1.1	To increase the number of cadets participating in the scheme from 450 to 650 by September 2016, with appropriate increase in number of staff and volunteers to support the expansion <i>See also Objective 4.1 (page 4)</i>	- Agree increase in numbers with partner colleges	IS/HN	30.09.2015	COMPLETED
		- Ensure that all necessary practical resources are in place to support the increase in numbers before recruitment commences	IS/HN	31.05.2015	IMPLEMENTED and on-going
		- Recruit and train additional Cadet Leaders to support the increase in numbers	IS/HN/ Div Cadet Co-ordinators	31.03.2016	External and internal recruitment on-going Training Course planned for prospective leaders in 03.2016
		- Identify and train staff as divisional 'Cadet Co-ordinators'	HN/IS	30.09.2015	COMPLETED
		- Commence recruitment of additional junior and senior cadets to meet new target	Div Cadet Co-ordinators	From 01.06.2016	
		- Aspire to further increase the number of participating young people to 1000	IS/HN	TBC	
1.2	To expand the ICT system to include the co-ordination and tasking of all cadets	- Identify, procure, and implement an ITC system that meets the scheme requirements and increases the capability to task and co-ordinate cadet activity towards social actions	IS / LCC	30.04.2015	COMPLETED
		- Ensure all current cadets and cadet leaders utilise the system	Div Cadet Co-ordinators	30.09.2015	On course to be implemented by 09.2015
		- Task Cadet Co-ordinators to develop training packages on the ICT system, for implementation by all cadet scheme users	IS / LCC	31.03.2016	
		- Monitor use and effectiveness of the system adopted	HN / IS	31.03.2016	

CADETS					
KEY AREAS: 1. March 2015: New Ambition 2. Scheme Development and Governance; 3. Funding, 4. Recruitment) 5. Appointment, Training, Retention and Withdrawal; 6. Programme Design and Scheme of Work; 7. Internal and External Media & Marketing					
2	KEY AREA – SCHEME DEVELOPMENT and GOVERNANCE				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be Completed by	CURRENT STATUS and Date
2.1	To agree cadet scheme uniform requirements, monitor usage, and update as necessary	- Review the Cadet uniform policy in the light of any future national recommendations	NS	01.03.2015	IMPLEMENTED and on-going
		- Monitor uniform usage	Div Cadet Co-ordinators	On-going	IMPLEMENTED and on-going
2.2	To explore opportunity for a uniform for Cadet Leaders	- Discuss and agree uniform for Cadet Leaders	HN		COMPLETED
2.3	To ensure that the appropriate policies and standard operating procedures are agreed, approved and implemented, and that they are reviewed and revised as necessary	- Review and revise the Manual of Guidance and SOPs	HN	01.01.2016	
		- Develop protocols for Risk Assessments	NS	31.12.2014	COMPLETED
2.4	To develop and implement a performance framework to ensue effective operational delivery	- Provide management information for the following: <ul style="list-style-type: none"> o CIP Board o OPCC o CIP Central Cadet Management Group o Divisional CIP Implementation Groups o appropriate QPRs In order to monitor: <ul style="list-style-type: none"> o Recruitment o Attendance o Absences / illness o Withdrawals from the scheme o Programme hours o Tasks undertaken, projects, operations, events 	HN	31.12.14	IMPLEMENTED and on-going
2.5	To identify existing third-sector partnerships and work in partnership for mutual benefit	- Work with the CIP Ambassador to develop new third sector relationships with e.g. Rotary, NARPO	HN	31.12.14	IMPLEMENTED and on-going
		- Consider Cadet exchanges between the force / divisions and other youth organisations	HN	31.12.2015	Current discussions to 'twin' with cadets in MPS

CADETS					
3	KEY AREA - FUNDING				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be completed by	CURRENT STATUS and Date
3.1	To identify and secure INTERNAL and EXTERNAL funding streams to meet projected costs	- Investigate charitable status option	HN	30.06.15	On-going HN to check
		- Seek support, advice and guidance from the CIP Ambassador	IS / HN	On-going	
		- Continue to secure internal funding streams including POCA funds	HN	On-going	
		- Consider promotional event for local businesses to seek external sponsorship including 'cash in kind'	HN / Div Chief Inspector	On-going	All divisions involved with local businesses
3.2	To identify and secure funding for specific projects and operations	- Liaise with partner organisations to continue to receive funding sources e.g. LANPAC	HN	On-going	
		- Liaise with local businesses to continue funding for specific projects, including 'cash in kind' (Examples B & Q and Sainsbury's)	Div Chief Inspector / HN	On-going	
		- Continue to exploit national funding opportunities	HN	On-going	
		- Provide opportunities for individual cadet schemes to generate funds for both internal projects and local charities	Div Co-ordin / HN	On-going	All cadet groups have completed fund raising initiatives. Money raised has been either donated to the charity of their choice or used to enhance their cadet experience
3.3	To monitor all expenses and On-going costs to ensure effective spending and value for money	- Monitor and report on overall expenses	HN	On-going	
		- Establish a 'Funding Board' to audit the access to, and use of, external funding	IS	30.09.2015	HN to check

CADETS					
4	KEY AREAS – RECRUITMENT				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be completed by	CURRENT STATUS and Date
4.1	To increase interest from PROSPECTIVE CADETS and STAFF / VOLUNTEERS who are from all backgrounds and communities, with the aim of maximising the number of suitable applications from all sectors <i>See also Objective 1 (page 1)</i>	- Work with local community partners and employers/businesses	Div Chief Inspector	31.12.2015	Ongoing in Divisions
		- Maximise engagement with, and recruitment, partner higher education, further education establishments and training providers	Div Chief Inspector / HN	31.12.2015	Ongoing in Divisions

CADETS					
5	KEY AREAS – APPOINTMENT, TRAINING, RETENTION and WITHDRAWAL				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be completed by	CURRENT STATUS and Date
5.1	To design and implement a comprehensive range of training and development programme for STAFF / VOLUNTEERS	- Include specific training as appropriate and requested, including collaboration with neighbouring forces	HN	On-going	Implemented and on-going
5.2	To design and implement a comprehensive range of training and development programme for CADETS	- Design and implement an accredited Cadet Workbook	NS	01.10.14	COMPLETED
		- Incorporate Duke of Edinburgh qualifications	NS	01.09.14	COMPLETED
		- Introduce a rank structure	HN	31.12.2015	To be implemented from 09.2015
		- Investigate the introduction of leadership training for appropriate senior cadets	NS	31.12.2014	COMPLETED
		- Introduce visits to appropriate venues e.g. prisons, HMRC, ports	NS	31.12.2014	IMPLEMENTED and on-going
5.3	To ensure that CADETS feel valued and are retained by the organisation	- Arrange attestation event for cadets	HN / Div Co-ordinators	01.09.13 & 01.01.13	IMPLEMENTED and on-going
		- Ensure that tasks allocated are commensurate with the skills and ability of the cadets	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Identify a mentor for each cadet and ensure this named person is replaced if necessary	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Ensure that mentors address wellbeing, welfare and safeguarding issues as appropriate	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Organise seminars, conferences and open days,	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Arrange regular team building and informal social events	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Arrange an annual Presentation of Cadets	NS	On-going	IMPLEMENTED and on-going

CADETS					
5.4	To ensure that STAFF / VOLUNTEERS feel valued and are retained by the organisation	- Ensure that tasks allocated are commensurate with the skills and ability of the staff/volunteers..... <i>continued</i>	Div Chief Inspector / Div Cadet Co-ordinator	On-going	IMPLEMENTED and on-going
		- Appoint an appropriate line manager and ensure this named person is replaced if necessary	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Implement a regular review with the volunteer and the line manager	Div Cadet Co-ordinator/ Line Manager	On-going	IMPLEMENTED and on-going
		- Ensure that line manager addresses wellbeing and welfare issues as appropriate	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Organise seminars, conferences and open days,	NS / KB / Div Chief Inspector / Div Cadet Co-ordinator	On-going	IMPLEMENTED and on-going
		- Arrange regular team building and informal social events	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Consider the introduction of an annual expression of thanks to all officers	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
5.5	To identify and implement methods of recognising and rewarding outstanding performance by both cadets and staff / volunteers <i>..... continued</i>	- Encourage the inclusion of cadets and staff / volunteers in divisional and force-wide award schemes e.g. BE of the week/month	Div Chief Insp / Div Cadet Co-or	On-going	IMPLEMENTED and on-going
		- Organise force-wide annual award ceremonies	NS	01.09.2014	IMPLEMENTED and on-going
		- Organise divisional annual local award ceremonies	Div Chief Insp / Div Cadet Co-or	01.09.2014	IMPLEMENTED and on-going
		- Nominate both individuals and teams for national awards	Div Chief Inspector / Div Cadet Co-ordinator	On-going	IMPLEMENTED and on-going

CADETS					
		- Promote / publicise notable actions and events involving cadets to external media See also Objective 7.1 (page 8)	HN / Div Co-ordinators	30.06.2015	PCC is funding an Annual Cadet Report, for internal and external promotion Good news stories are promoted via local media & electronically
		- Introduce a force-wide Cadet Competition	HN	30.06.2015	COMPLETED
		- Introduce a force-wide Cadet of the Year competition	NS	01.12.2014	COMPLETED
5.6	To promote options post-16 and post 18 to all Cadets	- Explore availability of post-16 and post-18 careers advice services with LCC Young Persons Service and other appropriate bodies	HN	31.12.2015	
		- Organise a force-wide Careers Fayre for cadets at HQ	HN	30.12.2015	
		- Collate and publish details of the progression of cadets as / after they leave the scheme, using data amassed by new ICT system	Div Cadet Co-ordinator / HN	On-going	Option is available on new IT system and will now be utilised
5.7	To support CADETS to progress to the Special Constabulary, regular force or police staff positions within the organisation	- Ensure effective mentoring to encourage progression (<i>Link with 4.6</i>)	Div Chief Inspector	On-going	IMPLEMENTED and on-going
		- Ensure that all necessary information is provided including input from Specials	Div Chief Inspector	On-going	IMPLEMENTED and on-going
		- Provide support throughout the application and selection process	Div Chief Inspector	On-going	IMPLEMENTED and on-going
		- Continue with the nurturing list for those cadets with aspirations to join the police service	Div Cadet Co-ordinator / NS	Ongoing	IMPLEMENTED and on-going
		- Provide support for unsuccessful candidates	Div Chief Ins	On-going	IMPLEMENTED and on-going
5.8	To ensure that there is an exit strategy in place for STAFF AND VOLUNTEERS (<i>as per Volunteer's Action Plan</i>)	- Develop an exit interview procedure which is consistent across the Constabulary, and disseminate	NS	01.09.2013	IMPLEMENTED and on-going
		- Ensure that all volunteers have an exit interview and the outcomes are recorded	Div Co-ordinators / Line Man/HR	01.12.2014	IMPLEMENTED and on-going
		- Ensure that the outcomes are collated to increase understanding and capture learning points	Div Co-ordinators / Line Man / HR	30.06.2015	Option is available on new IT system and will now be utilised
		- Where appropriate, support the transfer of volunteers to other external volunteer opportunities	Div Co-ordinators / Line Manager/HR	01.12.2014	IMPLEMENTED and on-going

CADETS					
6	KEY AREA – PROGRAMME DESIGN AND SCHEME OF WORK				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be Completed by	CURRENT STATUS and Date
6.1	To explore options for assisting cadets with travel costs	- Investigate sources of support / funding for public transport costs for cadets to attend meetings	HN	01.09.2013	IMPLEMENTED and on-going

CADETS					
7	KEY AREA – INTERNAL AND EXTERNAL MEDIA and MARKETING				
	OUTCOME / OBJECTIVE	ACTIONS REQUIRED	OWNER	Date to be completed by	CURRENT STATUS and Date
7.1	To work in partnership with the CIP Ambassador and with Media and Marketing to promote the Cadet Scheme INTERNALLY and EXTERNALLY to the general public and within the organisation <i>See also Objective 5.5 (page 6/7)</i>	- Use social media effectively and monitor	Div Chief Inspector	On-going	IMPLEMENTED and on-going
		- Appoint 3 x digital media ambassadors (volunteers or cadets) to assist colleagues in using social media to promote the scheme	HN	31.12.2015	
		- Produce promotional videos featuring cadets who are both on the scheme and after they have progressed from the scheme, in order to: <ul style="list-style-type: none"> • Help the development of the individual • Assist with community engagement and social action • Support the organisation in being pro-active with Early Action, social activity and, if appropriate, recruitment of both cadets and volunteers 	NH and Div Staff	31.03.2016	