

## Merseyside police/NAT accreditation referral process

### **1. Purpose**

This paper sets out the core criteria and processes for evaluating and determining applications for declined accreditation, in connection with Political Party Conference security. It outlines the process that will be followed by Merseyside Police following a referral from the National Accreditation Team.

### **2. Background**

Greater Manchester Police (GMP) National Accreditation Team (NAT) deliver the annual national accreditation requirements for all autumn Political Party Conferences. This data is supplied by the Political Party via a secure web server.

The NAT also accredits the workforce (hotel/venue/agency staff) and private security used during the operations. All these organisations supply data to the NAT via a secure online portal; Conference Accreditation Portal (CAP).

The NAT maintain overall responsibility for the accreditation process. If an applicant is suspected of posing a threat to the security of the Conference the NAT will discuss the findings with the host Police force. The Silver Commander and/or SecCo in the host Police force, will be the decision maker as to whether the applicant is afforded accreditation or declined access.

In Merseyside, following a referral from the NAT, the matter will be considered by the SecCo, who will decide and provide a rationale for that decision. The silver and Gold Commanders will then review this.

### **3. DECISION CRITERIA AND PROCESS**

#### **The general approach**

The NAT check individuals against an agreed set of Police/intelligence databases to the following levels as required (See National Accreditation Standards (NAS) for details).

- Standard,
- Enhanced,
- Special Enhanced

These checks will enable cases to be classified as: -

APPROVED - Checks do not reveal any issues at all.

REFERRED - checks reveal some issues, for example:

Previous convictions/intelligence that cause concern. The timing/location/or type of offence would raise concerns if attendance was approved. Strong operational need for the specific

individual to attend, despite any security considerations (e.g., expertise/Political Party recommendation). Checks reveal significant issues which flag a significant risk to the security of Conference.

In terms of decision making and governance it is agreed that.

APPROVED - The NAT have autonomy to agree these cases without referral to any other third party.

REFERRED – These will be determined by Merseyside police under the escalation/referral process. The officer will be either the Silver Commander or Security Coordinator (SecCo) with responsibility for accreditation.

The NAT will supply a restricted summary of words to enable a decision to either decline or approve accreditation based on the information and intelligence known at that time.

Once the decision is made the NAT will be responsible for informing the Party or Organisation of the outcome

#### **4. CRITERIA**

The criteria for a referral will be one or more convictions and/or police information/intelligence regarding:

- Dishonesty
- Violence/Assault
- Public Order
- Sexual Offences
- Terrorism
- Firearms
- Weapons
- Explosives
- Drug offences
- Protests / demonstrations, single issue group incidents
- Deportee / Immigration offences
- Racial / hate crimes
- Membership of proscribed organisations
- Mental illness
- Fixated behaviour

Any other type of conviction, intelligence or matter that gives rise to concerns or doubts as to whether the person presents a threat to the security of the Conference.

NSBIS/DTU Trace - (intelligence which, after analysis, is deemed be a threat to the security of Political Party Conference.

Some of the categories above span a wide range of potential behaviours (e.g., assault or drug offences), and a single or minor offence, and include ones which may have been dealt with out of court by way of warning or fine for example, which may be assessed not to meet the threshold for escalation to the referred category. These cases will, however, be subject to internal NAT escalation processes to check the individual circumstances.

Any adverse indication against any of the security checks will clearly be a matter of concern. There will, however, be a distinction between factors which are likely to be absolute, and those which, in isolation, do not necessarily indicate a security threat, represent “softer” intelligence, or where the passage of time means that conventions on the disclosure of a criminal record for the purposes of employment etc. should be considered.

Factors which would tend to suggest the case falls into the category would be:

- Convictions under the Rehabilitation of Offenders Act which are not “spent”,
- Irregular immigration status,
- Current Court/Police bail conditions which would place the individual in jeopardy of breaching the conditions (e.g., curfew/contact victim etc.)

It should be noted that having previous criminal convictions or being the subject of local police intelligence is not in itself a reason to be declined accreditation.

Unless a conviction or intelligence meets the threshold for referral, the NAT Accreditation Officer conducting the checks may authorise the applicant’s accreditation. This is based on an assessment of the relative seriousness of the issue that has become known and the overall context of the individual case and will normally take place after review by the NAT.

However, where a conviction record or local police intelligence material does meet the threshold criteria for referral, the NAT officer will complete the checks and prepare an accreditation referral form. This will be completed with the applicant’s details, the checks conducted, and the results obtained. The Accreditation Officer will outline the circumstances and reason for within the document.

The form will be sent to NAT supervision for review and then information forwarded to the Silver Commander/SecCo of the Host Police Force for consideration and a decision. All final judgements will be dependent on reviewing the individual’s criminal record history (convictions/ cautions) and current intelligence, in conjunction with the role of the person at the Conference.

The SecCo will decide whether accreditation should approved or declined and will provide a rationale for that decision by reference to the above factors and the National Decision Model (NDM) the rationale will be endorsed in the referral spreadsheet managed by the NAT and Merseyside police. Both the silver and gold commanders will review this decision.

The referral form will be endorsed by Merseyside police, including the decision, and CAS will be updated by the NAT.

If the decision is to decline accreditation the NAT will inform the Political Party or Organisation of the outcome.

The SecCo responsible will provide a rationale as to why the applicant was declined accreditation. A copy of the refusal form will be stored electronically on the applicant’s record.

## **5. CRITERIA – Intelligence**

Where Police intelligence is derived directly from a NCT POC, DTU, NSBIS, or 'other' source, the NAT NWCTU Officer will produce the intelligence briefing.

Once the intelligence has been reviewed, a conversation will then take place between the NAT and host Police force CTU representative.

A discussion will then take place between the nominated CTU officer and CT SecCo of the host Police force.

Once the review of the intelligence has taken place, a decision will be made as to whether the applicant is to be approved or declined.

The decision will then be communicated to the NAT for the relevant update on CAS.

All documentation will be held by the host Police force as per their CTU retention policy.

The NAT will collate and hold all referral forms in a secure environment and produce the necessary information to the Home Office/OSCT upon request.

## **6. Suspected CT Threat**

Where the circumstances surrounding the potential threat are sensitive, the results and rationale should be omitted from the electronic form and be hand-written on a printed version.

All actions, considerations, and any rationale, which have been documented and classified as 'Secret' must be retained within the NW CTU, or the host Police force's CT environment.

## **7. Request for information.**

There is no right of appeal against accreditation refusal. However, UK status individuals may exercise their right under the Data Protection Act to lodge a subject access request in respect of their application with a view to obtaining further information.

Individuals can ask for information about the police, themselves, or someone else. If the information requested cannot be provided by Merseyside police, the applicant will be advised who can.

Applicants can ask Merseyside police to delete, update or correct information.

Applicants are requested to follow the link below and complete the online request.

[Ask for information about yourself | Merseyside Police](#)