

Terms of Reference for Strategic Partnerships

Community Safety Partnership Strategy Group March 2008

1. Purpose

The Community Safety Partnership is established to meet the requirements of Section 5 & 6 of the Crime and Disorder Act 1998 and any amendments made to it in subsequent legislation. The Community Safety Partnership also fulfils the roles required of Drug Action Teams under legislation and government arrangements.

The Community Safety Partnership's targets in terms of reducing crime, Anti-Social Behaviour, fear of crime and substance misuse are set out in the Community Safety Strategies drawn up under the terms of the legislation.

The Community Safety Partnership Executive Group comprises the Responsible Authorities plus the National Probation Service and exists to:
Make commissioning decisions in short time between Community Safety Partnership meetings;
Identify issues that affect the Community Safety Partnership's capacity to deliver the Community Safety and Substance Misuse Strategy 2005-2008;
Performance manage

2. Objectives

To reduce crime, anti-social behaviour, and the fear of crime and to tackle the drivers of crime (particularly drugs and alcohol).

3. Membership

3.1 Members

Organisation		Officer(s)
Community Police Partnership	Invitee to participate	Chair
London Borough of Richmond upon Thames	Responsible Authority	Cabinet member with responsibility for Communities; Chief Executive;
Metropolitan Police Service	Responsible Authority	Borough Commander Partnerships Manager
Metropolitan Police	Responsible	Link member

Organisation		Officer(s)
Authority	Authority	Officer support
London Fire Brigade	Responsible Authority	Divisional Commander
National Probation Service – London		Assistant Chief Probation Officer
Richmond and Twickenham Primary Care Trust	Responsible Authority	Director of Public Health Director of Commissioning
Richmond Housing Partnership	Invitee to participate	Director

Officers in attendance will be from the Youth Offending Team; PCT Joint Commissioning Team and the Community Safety Partnership Team.

3.2 Chair

The Chair and Vice-Chair are elected annually by the members of the Strategy Group at the meeting in May.

3.3 Substitute members

In order to ensure representation at meetings substitute members will be permitted.

The job title or role of substitutes (one per member) to be provided to the Community Safety Partnership secretariat before the May meeting each year. In order that substitutes be fully briefed it is the responsibility of the member to pass papers to them and to ensure they are briefed before meetings.

4. Roles and responsibilities of members

Members are assumed to have decision making capacity on behalf of their organisation. Substitute members are assumed to have that capability delegated to them.

Roles and Responsibilities of members:

- To commit resources from their organisation to support the delivery of the Community Safety Plans
- To ensure mechanisms exist and are utilised to inform their organisation's staff of the organisation's responsibilities within the Community Safety Partnership;
- To commit their organisation to adopting Section 17 of the Crime and Disorder Act 1998;

To ensure their organisation's staff are active within the operational groups of the Community Safety Partnership

5. Accountability

The Community Safety Partnership is accountable to the Local Strategic Partnership in terms of local strategic decisions and the Strategic Group is part of this process. Minutes from the Strategic Group will be circulated to the Stakeholder Group and to the LSP.

Independent inspection bodies when inspecting partnership organisations may also make recommendations about the working of that particular organisation within the Community Safety Partnership and the Community Safety Partnership as a whole, including the working relationships and practices of the Strategic Group.

Government Office for London and central government departments may also require reports from the Community Safety Partnership and make recommendations about future work plans and working practices.

Partner organisations' own scrutiny and decision making bodies may also require reports from both their own representatives on the Strategy Group but also from the Community Safety Partnership as a whole.

One meeting per year will be held in public, as a joint meeting with the Community Police Partnership.

Minutes of the Strategy Group will be published on the Local Strategic Partnership web pages.

The Community Safety Partnership Plan must be refreshed each year. That update will also act as an Annual Report on Community Safety Partnership activity.

5. Decision Making

Decision making will be arrived at by consensus of the members.

Decisions will be recorded in the minutes, with actions being reviewed at subsequent meetings.

The LSP received minutes of this group and will therefore act as a scrutiny body.

6. Structure of the Partnership

A structure chart is attached.

Task Groups will submit performance monitoring information to the Strategy Group at least three times per year.

Each task group will have its own terms of reference.

7. Frequency of meetings

The Strategy Group will meet 10 times per year.

8. Secretariat

Secretariat support will be provided by the Community Safety Partnership team employed by the Council. Papers will be sent out at least three working days before a meeting by email with minutes being sent out within 10 working days.

9. Workplan and performance management

The Community Safety Partnership Plan will be agreed by the Strategy Group annually.

Each task group will develop a workplan which will be performance managed by the Strategy Group on a Red/Amber/Green basis.

Key performance indicators are identified in the Community Safety Partnership Plan (most measured centrally either monthly or quarterly) and will be reported to the Strategy Group at each meeting when available.

10. Financial Arrangements

Sources of funding are:

- a. Funding made available from partners' core budgets;
- b. Area Based Grant;
- c. Basic Command Unit Fund;
- d. Pooled Treatment Budget;
- e. Drug Intervention Programme main grant; and
- f. Other grants made available from time to time

The Strategy Group has the final decision on how the funds are allocated, including re-allocation in the event of underspends etc.

The Pooled Treatment Budget and Drug Intervention Programme main grant is used to commission services around substance misuse. The PCT is tasked by the Strategy Group to commission those services on behalf of the Community Safety Partnership in line with PCT commissioning and financial procedures, with planning being undertaken by the Joint Commissioning Group and overall decision making residing with the Strategy Group.

Financial reporting arrangements to funders vary. The Strategy Group will receive financial reports as part of the performance management regime.

11. Communication

The Partnership will draw up a communications strategy to all communication needs.

If individual members of the public wish to make a complaint, the route will be via the complaints systems of relevant partner organisations.

12. Conflicts of interest.

When making financial decisions, members will declare any conflict of interest and not take part in the decision making process.

13. Diversity

An EINA has been carried out. All task groups are required in their work plans to identify how they have considered the findings.

The Annual Report will include a statement about diversity.

14. Conflict resolution

Conflicts will be referred to the Local Strategic Partnership for resolution under their processes.

15. Exit Clause

Should the legislation governing Crime and Disorder Reduction Partnerships or Drug Action Teams be amended or repealed, this partnership will be amended or wound up as required by that legislation.