

# Community Safety Partnership Board

## DRAFT Terms of Reference

<p><b>Responsibility:</b></p>	<p>The Community Safety Partnership (CSP) is the statutorily required Crime and Disorder Reduction Partnership for the Borough.</p> <p>It is responsible for compliance with the statutory duties and responsibilities set out in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, the Police Reform and Social Responsibility Act 2011, Counter-Terrorism and Security Act 2015 and subsequent Home Office regulations.</p> <p><b>The CSP is responsible for:</b></p> <ul style="list-style-type: none"> <li>▪ Responding to the crime and disorder priorities which emerge from the annual Partnership Strategic Assessment;</li> <li>▪ The development and implementation of strategies to ensure the effective response to identified crime and disorder priorities for the local area;</li> <li>▪ Contributing to the implementation of the both the Barking and Dagenham Safeguarding Adults Board (SAB) and Local Safeguarding Children’s Board (LSCB) Strategies by ensuring that all work undertaken by the CSP demonstrates clear links with the wider safeguarding agenda;</li> <li>▪ Agreeing whether or not to carry out a domestic homicide review in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by a person to whom they were related or with whom they were or had been in an intimate personal relationship, or a member of the same household in line with Section 9 of the Domestic Violence, Crime and Victims Act (2004).</li> </ul>
<p><b>Purpose of Group:</b></p>	<ul style="list-style-type: none"> <li>▪ To provide strategic leadership for the CSP;</li> <li>▪ To develop a strategic vision and direction for the CSP that will enable a diverse range of agencies and bodies to work together effectively to achieve common goals;</li> <li>▪ To agree the focus and priorities for the CSP strategy and ensure that the CSP three year Partnership Strategy and annual delivery plan is agreed and implemented, and that agreed targets are met;</li> <li>▪ To set the framework for resource allocation and commissioning.</li> <li>▪ To hold the partners to account for the delivery of agreed outcomes;</li> <li>▪ To ensure an evidence-led and problem-solving approach is used within the CSP, including commissioning processes.</li> </ul>

<b>Priorities</b>	<ul style="list-style-type: none"> <li>▪ To ensure CSP compliance with the statutory duties and responsibilities stated in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, the Police Reform and Social Responsibility Act 2011, Counter-Terrorism and Security Act 2015b and any subsequent Home Office regulations.</li> <li>▪ To ensure that Partnership Strategic Assessments are undertaken annually.</li> <li>▪ To consider the Partnership Strategic Assessment and agree strategic priorities, objectives and targets for the three year Partnership Strategy, which will be updated annually.</li> <li>▪ To ensure that delivery plans are in place to support the strategic objectives and provide good value for money and have been proofed for capacity/risk, equality and sustainability. Put in place controls to reduce risk.</li> <li>▪ To oversee performance in relation to the CSP outcomes and the targets set out in the CSP Strategy, and to instigate any necessary action to address areas of under-performance. Issues requiring consideration by the CSP Board will be highlighted at the CSP Callover meeting to consider additional measures or allocation of resources.</li> <li>▪ To agree clear objectives, targets, responsibilities for CSP Strategic Sub-Groups.</li> <li>▪ To approve the allocation of CSP resources, agree the annual spending plan for the CSP and set the commissioning framework. The Board is responsible for considering major resource issues, mainstreaming and sustainability.</li> <li>▪ To ensure clear communication exists between the CSP levels and groups, and ensure that information is cascaded into partner agencies.</li> <li>▪ To ensure regular reports are provided to the Local Safeguarding Children's Board, Safeguarding Adults Board and Health and Wellbeing Board on overlapping issues such as Domestic Abuse and Sexual Violence.</li> <li>▪ To undertake an annual skills audit to ensure that the CSP has the requisite skills and knowledge to meet the statutory requirements.</li> </ul>
<b>Frequency:</b>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>
<b>Chair &amp; Vice Chair:</b>	<p>Chair:</p> <p>Vice Chair:</p>
<b>Process owner:</b>	<ul style="list-style-type: none"> <li>• Community Safety and Offender Management</li> </ul>

<b>Voting Process:</b>	<ul style="list-style-type: none"> <li>• The Quorum must be achieved to proceed with a vote.</li> <li>• Each member will have one vote</li> <li>• Votes shall be cast by a simple show of hands</li> <li>• In the advent of a tied vote, the Chair will hold the final decision.</li> <li>• Support officers and advisors do not hold voting rights.</li> </ul>
<b>Quorum</b>	<p>It is important that sufficient members are present at all meetings so that decisions can be made and business transacted. The quorum for the Board will comprise of one third of its total membership or four members, whichever is the greater. If a meeting has less members than this figure it will be deemed inquorate. Matters may be discussed but no decisions taken.</p>
<b>Urgent Decisions</b>	<p>If an urgent decision is required which cannot wait until the next meeting, a special meeting can be arranged. If this is not practical then the Chair in discussion with the Vice-Chair may take a decision. The decision will be reported to the next scheduled meeting.</p>
<b>Membership</b>	<p>All representatives attending Board meetings must have sufficient seniority within their own organisations to be able to make decisions, implement change and commit resources within their own organisation's governance arrangements.</p> <p>All members of the Board should be able to commit to regular attendance and represent their organisation effectively by:</p> <ul style="list-style-type: none"> <li>▪ Bringing strong influence to bear on the objectives, targets and allocated resources in their organisation's own business plans and activities;</li> <li>▪ Communicating and championing the work of the CSP within their individual agencies;</li> <li>▪ Ensuring that their organisation has a designated person responsible for the provision of agreed data to the CSP for Partnership Strategic Assessments and performance monitoring purposes and attendance at the Intelligence and Analysis Group;</li> <li>▪ Discussing potential conflicts and differences to seek the most effective solutions;</li> <li>▪ Identifying and committing resources to deliver actions they have agreed their organisation will undertake to support the delivery of the CSP Plan; and</li> <li>▪ Promoting equality of opportunity both in the operation of the Board and the work commissioned by it.</li> </ul> <p>Deputising is permitted when necessary, but only to a nominated and agreed deputy.</p> <p>Any organisation failing to send a representative for two consecutive meetings will be asked to confirm their commitment.</p> <p>The Board will keep its membership under review and has the</p>

	right to invite additional members to join.
<b>Members</b>	<ul style="list-style-type: none"> <li>• Barking and Dagenham Council – Cabinet Member for Crime and Enforcement</li> <li>• Barking and Dagenham Council –Title(s) to be confirmed</li> <li>• The Metropolitan Police – Borough Commander</li> <li>• London Fire Brigade – Borough Commander</li> <li>• The National Probation Service – Assistance Chief Officer</li> <li>• Community Rehabilitation Company – Head of Stakeholders and Partnerships</li> <li>• Barking and Dagenham Clinical Commissioning Group – Chief Operating Officer</li> <li>• Safer Neighbourhood Board - Chair</li> <li>• Barking and Dagenham Council for Voluntary Services – Chief Executive</li> <li>• Victim Support – Area Manager</li> <li>• Refugee and Migrant Forum East London (RAMFEL) - Director</li> </ul>
<b>Advisory:</b>	<p>Officers attending in an advisory or support role will not have voting rights, these will include;</p> <ul style="list-style-type: none"> <li>• MOPAC Advisor</li> <li>• Metropolitan Police – Chief Inspector Partnership</li> <li>• Barking and Dagenham Council – Group Manager – Community Safety and Offender Management</li> <li>• Barking and Dagenham Council – Service Improvement Officer</li> </ul>
<b>Input to meeting:</b>	<ul style="list-style-type: none"> <li>• Updates on crime and disorder performance from the Intelligence and Analyst Group</li> <li>• Updates on progress against annual delivery plans from each Strategic Sub-Group</li> </ul>
<b>Output from meeting:</b>	<ul style="list-style-type: none"> <li>• Annual Strategic Assessment</li> <li>• 3 Year Community Safety Strategy.</li> <li>• Annual Community Safety Strategy Delivery Plan</li> <li>• Report to Safeguarding Adults Board</li> <li>• Report to Safeguarding Children’s Board (LSCB)</li> </ul>
<b>Sub- Group Structure</b>	<ul style="list-style-type: none"> <li>• Prevention Strategic Group</li> <li>• Protection Strategic Group</li> <li>• Perpetrator Strategic Group</li> <li>• Intelligence and Analysis Group</li> </ul>
<b>Linked meetings:</b>	<ul style="list-style-type: none"> <li>• Local Safeguarding Children’s Board</li> <li>• Adult Safeguarding Board</li> <li>• Health and Wellbeing Board</li> </ul>
<b>Transparency and Confidentiality</b>	<p>The CSP meeting will be a public meeting, held in a venue with unrestricted public access. Papers for the meeting will be published 7 days in advance of the meeting on the internet at <a href="http://modern.gov.barking-dagenham.gov.uk">modern.gov.barking-dagenham.gov.uk</a>.</p>

	<p>On occasions there may be a need for the CSP to restrict items this will be done in accordance with Part 2 (Exempt Information) of the Freedom of Information Act 2000.</p>
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