

# South Cambridgeshire Community Safety Partnership

## Terms of Reference (Reviewed and to be adopted February 2020)

### 1. INTRODUCTION

- 1.1 The Crime and Disorder Act 1998 (as amended by the Police Reform Act 2002 and the Police and Justice Act 2006) places a statutory duty on a number of responsible authorities to work in partnership with each other and a range of other agencies to reduce crime and disorder within each district council area.
- 1.2 The South Cambridgeshire Community Safety Partnership (CSP) has been formed to carry out the provisions of the Act, to prepare and implement a joint crime and disorder reduction strategy for the district with common objectives and targets for the police, the local authorities and other partnership agencies.
- 1.3 The CSP will ensure its work is linked to relevant national and county priorities and research where this best serves the people of South Cambridgeshire.

### 2. AIM

- 2.1 To improve community safety through the reduction of crime and disorder and increase community resilience in South Cambridgeshire District Council area.

### 3. MAIN AREAS OF WORK

- 3.1 Prepare an annual strategic assessment for the South Cambridgeshire district area to prioritise activity and assist in producing or revising the Partnership Action Plan.
- 3.2 Consult communities about crime and disorder issues in their area and also about priorities that the CSP should tackle.
- 3.3 Produce an Action Plan to be revised annually (or biennially as agreed) for the South Cambridgeshire district area, taking account of the findings of the strategic assessment and the results of consultation. The Action Plan will include a strategy for tackling crime and disorder (including substance misuse and re-offending) in the area and the priorities identified through the strategic assessment. The CSP may link to external partnerships and delivery groups to achieve this.
- 3.4 Adopt a problem-solving approach within the Action Plan, which involves targeting the available resources to achieve the greatest impact in areas with highest risk, harm or vulnerability. This would include preventative measures.
- 3.5 Implement the crime and disorder Action Plan through inter-agency task groups or other appropriate means, and through the adoption of an effective action planning process.
- 3.6 Obtain and gain access to financial resources for implementing the crime and disorder Action Plan proportionate to the likely impact of interventions.
- 3.7 Monitor progress on implementing the Action Plan twice yearly, reporting successes and identifying concerns, and carry out an annual evaluation of both the

“outputs” and “outcomes” of the Action Plan.

- 3.8 Receive reports where appropriate on the work of the Tasking and Tactical Co-ordination Group (TTCG/TCG) and of the Problem Solving Group (PSG), and work to resolve issues accordingly, reprioritising the work of these groups where necessary to achieve the strategic aims / priorities of the Partnership.
- 3.9 Identify the resources that will be required to support the delivery of the priorities and determine where these resources will come from.
- 3.10 Develop ways of ensuring that the local authorities and the police consider the wider community safety implications of all their activities and do all they reasonably can to reduce crime and disorder.
- 3.11 Manage risks to the achievement of its aims, objectives and outcomes by reviewing progress against the Action Plan twice yearly.

#### **4. BOUNDARIES**

- 4.1 The Partnership operates on behalf of those who live or work in South Cambridgeshire district. Many issues for South Cambridgeshire are shared with neighbouring authorities, in Cambridge and also in surrounding areas so, the Partnership will work with bodies from other areas wherever joint work is necessary to be effective.
- 4.2 Where possible and appropriate, meetings of the South Cambridgeshire Community Safety Partnership will be aligned on the same date to other Partnership meetings to maximise attendance of key partners, allow opportunities for sharing good practice and address issues in common.

#### **5. JOINT AGREEMENT**

- 5.1 The partners agree that their organisations will work together in this Strategic Partnership, and contribute to the joint working at appropriate levels of their organisations.
- 5.2 The partners agree that their organisations will sign up to an Information Sharing Agreement permitting the sharing of information in an appropriate manner, such as will enable partners to work together to improve community safety.

#### **6. POWERS**

- 6.1 The Partnership is an unincorporated body and as such has no legal powers and cannot hold property or enter into contracts. It will operate as a collaboration of organisations and function through the legal framework of the individual members.

#### **7. PARTNERSHIP STRUCTURE**

- 7.1 The Crime and Disorder Act 1998 (as amended by the Police Reform Act 2002 and the Police and Justice Act 2006) places a statutory duty on 6 organisations known as ‘Responsible Authorities’:
  - Local Authority (in a two-tier authority this requires South Cambridgeshire District Council (SCDC) and Cambridgeshire County Council (CCC))
  - Cambridgeshire Constabulary

- Cambridgeshire Fire & Rescue Service (CFRS)
- Cambridgeshire and Peterborough Clinical Commissioning Group (C&P CCG)
- Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire Community Rehabilitation Company (BeNCH CRC Ltd)
- National Probation Service

7.2 The responsible authorities are represented on the Partnership by:

- 1 elected member of South Cambridgeshire District Council, appointed by that Council (with one vote)
- 1 elected member of Cambridgeshire County Council, appointed by that Council (with one vote)
- The Chief Executives of the above 2 organisations, (or their nominated representatives), in non-voting capacities
- 1 nominated representative of the Chief Constable of Cambridgeshire Constabulary (with one vote)
- 1 nominated representative of the Chief Fire Officer of Cambridgeshire Fire and Rescue Service (with one vote)
- 1 nominated representative of the Cambridgeshire and Peterborough Clinical Commissioning Group (with one vote)
- 1 nominated representative of the community rehabilitation company BeNCH CRC Ltd (with one vote)
- 1 nominated representative of the National Probation Service (with one vote)

7.3 Additional invited members of the Board are:

- 1 nominated representative of Cambridgeshire Drug & Alcohol Action Team (in a non-voting capacity)
- 1 nominated representative of the Voluntary and Community Sector (with one vote)
- 1 nominated representative of the Office of the Police and Crime Commissioner, in a non-voting capacity
- 1 nominated representative of each of the delivery groups within the community safety partnership matrix, in a non-voting capacity

7.4 Board members will:

- Represent their organisation on the Partnership Board;
- Report back to their constituent authorities or bodies for approval of key decisions with significant resource implications. (e.g. the community safety strategic assessment, the partnership Action Plan, monitoring and evaluation reports, and major reviews of the Action Plan);
- Contribute, where possible, the policies and resources of their organisation in support of crime and disorder reduction;
- Act as a two-way representative, seeking to align the policies and programmes of their own organisations and the CSP in support of community safety; and
- 'Mainstream' **community safety** in their own organisations.

7.5 The Board will elect one of its members to Chair the meetings for the year. A Vice-Chairman will also be elected for the year. Elections will take place annually in October and the existing Chairman and Vice-Chairman may be re-elected up to

a maximum tenure of two-years. The chairing of the meetings will be rotated between the partner agencies or as otherwise agreed.

7.6 The Board Chairman will:

- Act as a media spokesman for the Partnership;
- Preside over Board meetings;
- Manage Board meetings effectively, adhering to agenda and time;
- Develop partnership work through consensus management;
- Secure agreement and clarity over actions;
- Approve minutes of Board meetings before their release;
- Represent the Board on the Cambridgeshire Community Safety Strategic Board.

7.7 The Vice-Chairman will deputise for the Chairman in his/her roles as required.

7.8 Meetings will be arranged at least twice per year. The administrative support arrangements will be carried out by agreement by one or more of the partner agencies. The quorum for meetings will be one third of the **voting membership** (three).

7.9 A multi-agency Executive Group of officers will work under the direction of the Board, preparing reports and implementing decisions. This Executive Group shall be known as the Tasking and Tactical Co-ordination Group (TTCG / TCG). Officers drawn from key organisations will provide technical support for the Board.

7.10 The Board will oversee the work of the Tasking and Tactical Co-ordination Group, and may invite people from other agencies or delivery groups to join it for one or more meetings should this be appropriate, to ensure that all aspects of its work are addressed.

7.11 **The South Cambridgeshire Problem-Solving Group (PSG) is a multi-agency group, which uses tactical and operational information to inform case management and problem solving for areas with concerns. It reports to the TTCG, which in turn reviews progress against the CSP priorities and informs the Partnership about challenges and successes. See Fig. 1 and Table 1 below for a summary of CSP structures and interactions.**

## **8. VOTING**

8.1 Agreement is usually reached by consensus. If there appears to be no consensus then a vote will be taken.

8.2 Any matter requiring a vote will be determined by a simple majority of those Board members present and voting, including co-opted members. If required the Chairman will have the casting vote.

8.3 Each partner organisation is entitled to one vote, **even where they send multiple representatives.** This has been agreed to ensure fairness between organisations that only have one person sat at the table when others may have up to five. An organisation with more than one attendee must reach a consensus or majority decision.

## **9. ACCOUNTABILITY**

- 9.1 Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at South Cambridgeshire District Council's offices and on the District Council's website at least five working days in advance of each meeting. (This excludes items of business containing confidential information or information that is exempt from publication in accordance with legislation).
- 9.2 The Board is accountable to the people of South Cambridgeshire. It will be open and transparent in its decisions and activities and communicate them effectively to the public. The Board needs to ensure service users are involved in decision-making and operational activities through direct involvement and through consultation and provide service users with the means for redress when things go wrong, such as by use of the Community Trigger.
- 9.3 In order to achieve this, the Board will:
- Report against targets annually and in a public forum;
  - Document all decision-making processes and have these available to the public;
  - Consult, engage and inform its local communities on a regular basis;
  - Deal with complaints collaboratively and determine precisely which organisation is responsible for redress if things go wrong.

## **10. SCRUTINY**

- 10.1 South Cambridgeshire District Council's Scrutiny and Overview Committee will scrutinise the partnership at a strategic level to ensure that:
- The CSP Action Plan is being implemented;
  - The aims and objectives of the CSP are being met.

## **11. FINANCIAL ARRANGEMENTS**

- 11.1 The CSP must adhere to the financial regulations of the relevant Accountable Body, who will make any payments on behalf of the CSP. Appropriate authorisation must be sought before payments are made.

## **12. BOARD MEMBERS' CONDUCT**

- 12.1 Any member of the Board who has an interest in any proposal beyond the generality of the group they represent or in which they might have a conflict of interest, shall declare the interest at the beginning of the relevant item. The member can explain any issues to the meeting and if it is of a significant nature should leave the meeting until the item is finished. The member then cannot vote on that item.
- 12.2 Where it is clear that a decision in which a member has such an interest is likely to arise at a particular meeting, the member concerned may invite a substitute member (with no interest to declare) in accordance with the terms of reference to attend that meeting in their place.

12.3 Elected Members must abide by their Code of Conduct. Meetings of the Board will be treated as official Committee meetings for the purpose of the rules about personal and prejudicial declarations of interest.

12.4 If any member

- becomes subject to legal proceedings brought against them by any CSP organisation (legal proceedings include disciplinary matters serious enough to warrant suspension from the parent body); or
- brings legal proceedings against any CSP organisation; or
- becomes subject to any criminal or civil proceedings, the nature of which could compromise his/her position as a member;

they shall immediately become suspended from membership of the CSP until an outcome is reached or proceedings terminated. If proceedings are commenced involving a serious criminal offence then an individual should disclose this. If found not guilty or charges are dropped the individual will be re-instated immediately.

### 13. PRINCIPLES

13.1 A common set of principles underpin behaviour in public and business lives. Members of the CSP are expected to uphold the seven principles set out below:

*Selflessness* Take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

*Integrity* Do not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

*Objectivity* Ensure that in the decisions that are taken, they are impartial and make choices on merit alone.

*Accountability* Accept accountability for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate.

*Openness* Be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

*Honesty* Declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that is lawful, and protects the reputation of the CSP.

*Leadership* Promote and support these principles by leadership and example.

### 14. REVIEW AND ALTERATION OF THE TERMS OF REFERENCE

14.1 The terms of reference will be reviewed by the Board periodically to ensure that they remain relevant to the work of the Partnership.

14.2 Changes to the terms of reference can be made at any time on approval of the Board.

## 15 EXIT STRATEGY

15.1 As a statutory partnership, the partnership cannot be disbanded. However, should the Partnership wish to make amendments to current arrangements it must adhere to legislation, in particular section 5 of the Crime & Disorder Act 1998 as amended by section 97(3) of the Police Reform Act 2002.

15.2 Should any organisation wish to withdraw its involvement this should be formally raised at a Board meeting giving at least one month's notice. Remaining members of the Partnership should highlight any perceived risks associated with the organisation's withdrawal and consider whether or not a replacement organisation would be appropriate.

Fig. 1 Summary of CSP structure and interactions

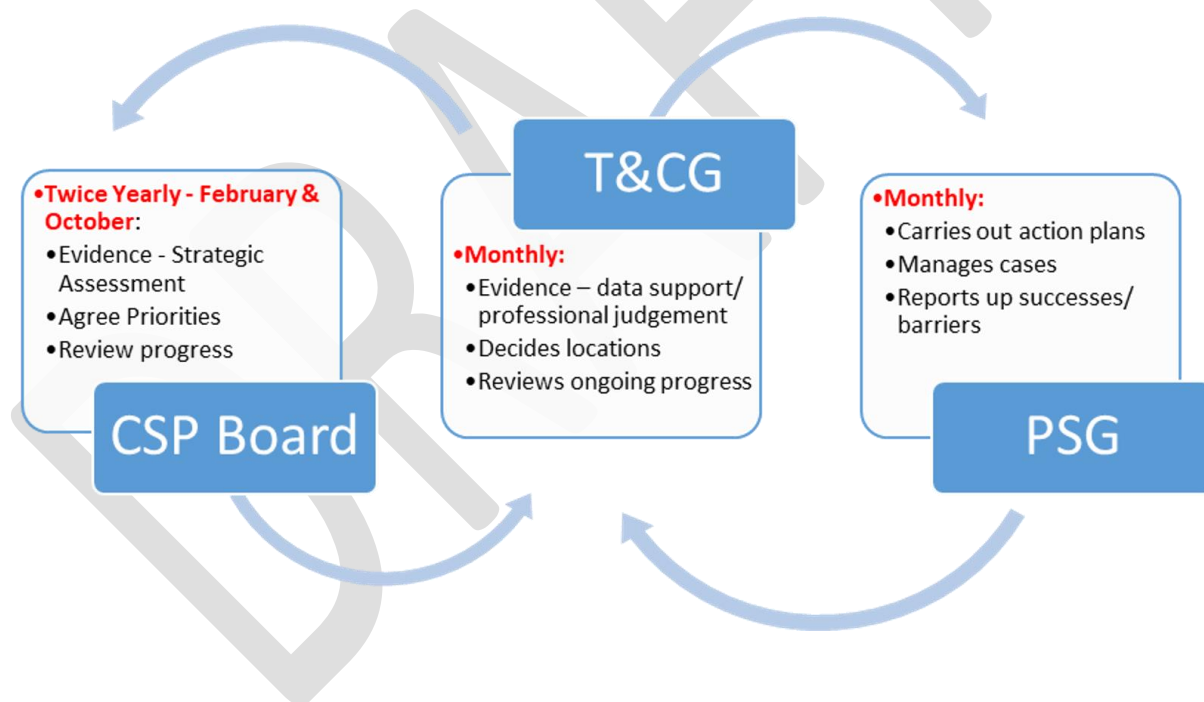


Table 1: Summary of the membership, interaction between groups and key core duties of each group

	<b>BOARD</b>	<b>T&amp;CG</b>	<b>PSG</b>
<b>Core membership</b>	<ul style="list-style-type: none"> <li>- Core board members – including elected members</li> <li>- Core officer members</li> </ul>	<ul style="list-style-type: none"> <li>- Core officer membership</li> </ul>	<ul style="list-style-type: none"> <li>- Core officer membership</li> </ul>
<b>Additional members</b>	<ul style="list-style-type: none"> <li>- Invited guests as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Invited organisations as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Stakeholder involvement to include elected members and residents when action planning for specific locations</li> </ul>
<b>Interactions between groups</b>	<ul style="list-style-type: none"> <li>- Minutes</li> <li>- Annual Review</li> <li>- Cross over membership</li> <li>- Receive highlight reports from the T&amp;CG</li> </ul>	<ul style="list-style-type: none"> <li>- Minutes</li> <li>- Communication strategy</li> <li>- Action Plan</li> <li>- Highlight reports to the Board</li> <li>- Recommendations to PSG for priority areas</li> </ul>	<ul style="list-style-type: none"> <li>- E-CINs case management documentation</li> <li>- Problem solving action plans (OSARA)</li> </ul>
<b>Key core duties</b>	<ul style="list-style-type: none"> <li>- Reducing crime and disorder (including anti-social behaviour (ASB))</li> <li>- Reducing substance misuse (for South Cambs this is done through links to the countywide Drug &amp; Alcohol Misuse delivery Board)</li> <li>- Reducing re-offending (for South Cambs this is done through the countywide Integrated Offender Management programme)</li> <li>- Facilitating the Community Trigger process</li> <li>- Set up a strategic group to direct the work of the partnership</li> <li>- Regularly engage and consult with the community about their priorities and progress achieving them</li> <li>- Set up protocols and systems for sharing information</li> <li>- Analyse a wide range of data, including recorded crime levels and patterns, in order to identify priorities in an annual strategic assessment</li> <li>- Set out a partnership plan and monitor progress</li> <li>- Commission domestic violence homicide reviews</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor and manage progress on action plan</li> <li>- Monitor and manage progress on transformation topic</li> <li>- Manage budget</li> <li>- Report to Funder e.g. OPCC</li> </ul>	<ul style="list-style-type: none"> <li>- Identify individuals that require multi-agency support</li> <li>- Case manage areas and individuals where problems have been identified</li> <li>- Escalate issues where resolution not reached at PSG level</li> </ul>