

# Sefton Safer Communities Partnership

## TERMS OF REFERENCE

### Purpose

To provide the strategic lead for community safety in Sefton

### Responsibilities

1. The preparation, implementation and performance management of the Strategic Assessment and Partnership Plan.\*
2. To co-ordinate resources to support the implementation of the Partnership Plan and other partnership activities
3. To have an agreed information sharing protocol with each responsible authority\*; with certain datasets being shared quarterly to enable profiling of crime and disorder trends
4. To hold at least one public meeting during each year (at which representatives of the Responsible Authorities must be present) to ensure engagement by communities in community safety.\*
5. To ensure that the Partnership Plan summary is available and accessible to our wider communities
6. To ensure that Sefton Safer Communities Partnership responds to national and local initiatives as necessary.
7. To ensure communities are at the heart of our plans, strategy and delivery
8. Providing strategic direction and oversight for the delivery of youth justice services
9. To ensure the delivery of the local Youth Justice Plan. It agrees priorities that underpin the plan and receives progress updates
10. To respond as appropriate to the Merseyside Police and Crime Commissioner
11. To act as the governing body for Domestic Homicide Reviews
12. To review the Terms of Reference annually

### Membership

1. The Chair will be elected annually
2. There are six statutory partners who must sit as part of the community safety partnership. These are:
  - local authority
  - police force
  - police authority (until November 2012)
  - NHS Sefton Public Health representative (reviewed upon the integration of Public Health within the Local Authority)
  - fire and rescue service
  - probation service.
3. Other relevant bodies will be co-opted on to the partnership to enable a positive contribution to be made to delivery of the Partnership Plan. These will include (but not exclusively) the following:
  - VCF represented via CVS
  - RSLs

- Courts
  - Prisons
  - Local Safeguarding Children Executive Board
  - Safeguarding Adults Board
  - Strategic Lead on Domestic Violence
  - Strategic Lead for Hate Crime
  - Plus others where appropriate
4. Where possible the Group will make decisions by consensus, if this is not possible, decisions will be agreed by a simple majority. One vote will be allocated to each organisation. The Chair will have the casting vote.
  5. To be quorate the meeting must include at least 3 of the 6 responsible authorities.

### **Meeting Arrangements**

1. The Group shall meet at least once a quarter but may decide to meet more regularly than that.
2. Minutes and agendas will be publicly available, except where there are restricted items
3. The Group can form Task and Finish Groups to undertake time limited tasks on occasion; these groups may be either action or performance related.
4. Support will be provided through Sefton MBC Corporate Commissioning and Neighbourhood Co-ordination Service
5. Every year the group must consider whether the partnership has the requisite skills and knowledge to meet the statutory requirements. These Terms of Reference will be reviewed as part of that exercise.
6. Agenda and papers will be made available at least 5 working days prior to the meeting.
7. Agenda management will be the responsibility of all members of the partnership
8. There will be standing agenda items on the following:
  - Prevent
  - Domestic Violence
  - ASB
  - IOM
  - Opportunities and Challenges facing each Responsible Authority, to include resource scanning
  - YOS
  - Hate Crime

These items will be staggered across agendas to allow full consideration of each

### **Review**

These Terms of Reference will be reviewed annually with the next review date being April 2013

*\* Statutory requirements under the 'Delivering Safer Communities: A Guide to effective partnership working' guidance (Sept. 2007)*

## **Roles and Responsibilities**

The 'Delivering Safer Communities' guidance suggests that there should be clear roles and responsibilities within the Strategic Group. These are summarised below.

### **Role of the Chair**

To ensure that:

- The partnership reaches clear decisions
- There are clear responsibilities for each member of the partnership, evaluating delivery against these and securing developmental support where required
- There are clear lines of accountability within the partnership and back to partner agencies
- The partnership meets the Statutory Requirements and can further demonstrate the Hallmarks of an Effective Partnership
- The partnership priorities are fed into relevant governance structures
- The partnership actively manages performance, understanding current performance, setting delivery targets and evaluating results
- The partnership engages actively with the community

### **Role of the NHS Representative**

- To share information about the scale of substance misuse (inc. alcohol but not tobacco), violent crime or domestic violence
- Suggest how agencies may work together to combat these issues.
- Monitoring the effect of health service interventions on reported and un-reported community safety issues and the impact of Community Safety issues on health

### **Role of the Elected Member with Community Safety responsibility**

- Raise community concerns and support community engagement
- Attend meetings to ensure that recommendations and decisions of the partnership are fed into governance structures
- Keep the partnership informed of the wider picture on local priorities and targets.
- Ensure the priorities of the partnership are reflected in the work of the local authority
- Encourage open discussion and transparent decision making within the partnership
- Provide a steer in reaching difficult decisions on those issues that involve competing public interests or may prove contentious in an area.
- Embed community safety issues in the policy and decision making processes of the local authority
- Ensure that other executive members are fully briefed on key developments under the community safety agenda and how that may affect other portfolio areas.

### **Role of the Police Representative**

- To share information about the scale of crime and anti social behaviour in the area.
- To advise how the partnership might be able to combat these issues.
- To provide relevant performance management information on the implementation of the Partnership Plan.

### **Role of the Police Authority Representative**

- To provide a force overview to the work of the partnership including best practice from other groups within Force
- To share information about the strategic direction of the Force and its potential impact on the Group

### **Role of the Fire Service Representative**

- To share information about the scale of arson and other fire related safety issues in the area
- To advise how the partnership might be able to work together to combat these issues
- To provide relevant performance management information on the implementation of the Partnership Plan

### **Role of the Local Authority Representative (Chief Executive or nominated representative)**

- To share information about the work of the Local Authority in delivering the Partnership Plan
- To suggest how the partnership might be able to combat the issues raised
- To provide relevant performance management information on the implementation of the Partnership Plan

### **Role of the Youth Offending Team Representative**

- *To share information about the work of the Youth Offending Service in Sefton*
- *To suggest how the partnership might be able to combat the issues raised*
- *To provide relevant performance management information on the implementation of the Partnership Plan*

### **Role of the Probation Service Representative**

- To share information about the work of the Probation Service in relation to Sefton
- To suggest how the partnership might be able to combat the issues raised
- To provide relevant performance management information on the implementation of the Partnership Plan