Terms of Reference

Hounslow Community Safety Partnership Board

Purpose
The Hounslow Community Safety Partnership ("CSP") is made up of a number of responsible authorities and agencies that by law must work together in partnership to reduce crime, disorder, substance misuse and reoffending. Partners include the Council, Fire and Rescue Authorities, Metropolitan Police, Health and Care Services, Probation and others.


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

Prior to October 2014 there existed a Community Safety Partnership Implementation Group (IGroup). This Group (IGroup) carried out most of the day to day functions required of a Strategy group as required by the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007. At the October 2014 Community Safety Partnership Board the IGroup was disbanded but a decision was made to keep members of the former IGroup as the Community Safety Partnership Executive Group. The Executive Group can meet at any time but is designed to make emergency decisions between existing CSP Board meetings. Some of the issues that the Executive Group might be involved in is to:

- Make commissioning decisions in short time between Community Safety Partnership Board meetings;
- Identify issues that affect the Community Safety Partnership’s capacity to deliver the Community Safety Partnership Plan;
- Performance manage in exceptional circumstances.

The CSP Board will have responsibility for:
- The crime and disorder priorities which emerge from the annual Partnership Strategic Assessment;
- The Community Safety Strategy;
- Agreeing whether or not to carry out a domestic homicide review following the death of a domestic violence victim.

Objectives
To reduce crime, anti-social behaviour, and the fear of crime and to tackle the drivers of crime (particularly drugs and alcohol) and reduce reoffending.
Purpose of the Board
- To provide strategic leadership for the CSP;
- 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;
- 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;
- To oversee the function of the established sub-groups carrying out work towards the delivery plan;
- To set the framework for resource allocation and commissioning;
- To hold the partners to account for the delivery of agreed outcomes;
- To ensure an evidence-led and problem-solving approach is used within the CSP, including commissioning processes.

Key Roles and Responsibilities
The key roles and responsibilities of the Board are:
- To commit resources from their organisation to support the delivery of the Community Safety Strategy and its Themes and priorities.
- To ensure that Partnership Strategic Assessments are undertaken annually.
- To consider the Partnership Strategic Assessment, and agree strategic priorities, objectives and targets for the three year Partnership Strategy, which will be updated annually.
- To ensure that delivery plans are in place to support the strategic objectives and provide good value for money.
- 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.
- To set clear objectives, targets, responsibilities for Sub Groups, and identify lead agencies.
- To ensure that the resources allocated are used to deliver the CSP’s objectives and delivery of the CSP Strategy.
- 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.
- To ensure clear communication exists between the CSP levels and groups, and ensure that information is cascaded into partner agencies.
- Ensuring mechanisms exist and are utilised to inform their organisation’s staff of the organisation’s responsibilities within the Community Safety Partnership.
- Ensuring that Partnership organisations adopt Section 17 of the Crime and Disorder Act 1998.
- Communicating and championing the work of the CSP within their individual agencies.
- Ensuring that Partnership organisations take responsibility (this may be through a designated person) for the provision of agreed data to the CSP for Partnership Strategic Assessments and performance monitoring purposes.
- Discussing potential conflicts and differences to seek the most effective solutions.

3. **Membership**

3.1 Members

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Officer(s)</th>
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<tbody>
<tr>
<td>London Borough of Hounslow</td>
<td>3 Members of the Council including: Cabinet member with responsibility for Community Safety; Chief Executive; Director of Relevant Department Director of Public Health Director of Childrens and Adults Services Head of Youth Offending Head of Community Safety and Business Regulation Community Safety Partnership Manager</td>
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<tr>
<td>Metropolitan Police Service</td>
<td>Borough Commander</td>
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<td></td>
<td>Partnerships Manager</td>
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<tr>
<td>Mayor's Office for Police and Crime</td>
<td>Programme Officer</td>
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<tr>
<td>London Fire Brigade</td>
<td>Divisional Commander</td>
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<tr>
<td>Probation Service – London</td>
<td>Assistant Chief Probation Officer for National Probation Service and Community Rehabilitation Centre.</td>
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<td>CCG</td>
<td>Director of Public Health</td>
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<td></td>
<td>Director of Commissioning</td>
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<tr>
<td>Victim Support</td>
<td>Member</td>
</tr>
<tr>
<td>London Ambulance Service</td>
<td>Member</td>
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<tr>
<td>Job Centre Plus</td>
<td>Member</td>
</tr>
<tr>
<td>Safer Neighbourhood Board</td>
<td>Chair of SNB</td>
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<tr>
<td>HM Young Offenders Institute</td>
<td>Member</td>
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The Board will keep its membership under review and has the right to invite additional members to join.

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

Substitute members
In order to ensure representation at meetings substitute members will be permitted, but only to a nominated and agreed deputy.

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.

Roles and responsibilities of members
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. Substitute members are assumed to have that capability delegated to them.

Any organisation failing to send a representative for two consecutive meetings will be asked to confirm their commitment.

All members of the Board should be able to commit to regular attendance and represent their organisation effectively.
Accountability
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.

Mayor’s Office for Policing and Crime 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.

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

Decision Making
Decision making will be arrived at by consensus of the members with a casting vote held by the Chair.

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

A quorum of 33 (TBC)% of the membership is required for any decisions made by voting.

Structure of the Partnership
Performance reports will be submitted to the Strategy Group every meeting.

Each sub group will have its own terms of reference.

Frequency of meetings
The Board will meet 4 times per year.

Secretariat
Secretariat support will be provided by the Committee Services within 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.

Meeting Style and Structure
The CSP Board will meet quarterly with additional meetings to be agreed when required.

The meeting cycle will be agreed annually.

The Chair of the Board will provide at least 4 weeks notice (unless otherwise agreed) in writing (includes e-mail) of the date, time and location of any meeting.
The Chair of the Board will agree the agenda prior to the meetings. The agenda should reflect the terms of reference and provide opportunity for discussion of any other business.

Additional agenda items must be relayed to the Chair within one week of the meeting. The Chair will then consider whether they can be added.

Papers and items need to be placed on the agenda in advance of meetings.

Papers will be circulated at least five working days prior to meetings, to allow sufficient time for partners to prepare.

**Chairing Arrangements**
The Chair will be expected to represent the CSP at events where appropriate.

The Chair will ensure that new representatives or members of the Board have an induction process, which ensures they understand the roles and responsibilities and terms of reference, and the role that their organisation has agreed to play in the delivery of the CSP strategy. The Community Safety Team will take responsibility for this.

In the absence of both the Chair and the Vice Chair, the members may appoint a temporary Chair for a meeting.

The chair will hold the position for 2 years upon which a round of nominations and voting will be held.

**Workplan and performance management**
The Community Safety Strategy will be agreed by the Board annually.

Each priority will have an owner who 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 Strategy (most measured centrally either monthly or quarterly) and will be reported to the Board at each meeting when available.

**Financial Arrangements**
Sources of funding include:

a. Funding made available from partners’ core budgets;
b. London Crime Prevention Fund;
c. Other grants made available from time to time.

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

When making financial decisions, members will declare any conflict of interest and not take part in the decision making process.
Sub-Groups
The current agreed sub-groups are:
VAWG Strategy Group, IOM, Hate Crime Prevention Forum, Youth Crime Justice Board, ASB Prevention Group

The Community Safety Partnership Board will oversee the work of each sub group and their activities and achievements that contribute to the delivery of the Community Safety Strategy. The CSP Board will hold each sub group to account and have the ability to scrutinise actions and outcomes. The Board will review the list of sub-groups on an annual basis.

The CSP Board may choose to appoint a chair to each group or and an elected chair.

Each sub group is required to update and own their own terms of reference that the CSP Board may have sight of. Each Sub group may appoint or remove members according to their own needs – this includes all partner agencies, service users or community members.

The Chairs of each of the sub groups are expected to provide quarterly updates to the Board especially their work towards the Community Safety Strategy.

All sub groups are expected to share relevant, non-personalised data where necessary with other partners and to the Board in a report format as per section 17 of the Crime and Disorder Act 1998.

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.

Each partner has a responsibility to cascade information through their own agency as appropriate. They should also be able to update the CSP on the progress that their own organisation is making in terms of mainstreaming community safety.

Board minutes will be circulated to all members with the agenda and paperwork.