

North Worcestershire Community Safety Partnership

TERMS OF REFERENCE AND OPERATING PROTOCOLS

JULY 2012

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North Worcestershire Community Safety Partnership

Terms of Reference and Operating Protocols

July 2012

1. Name and Geographical Area

The name of the merged Community Safety Partnership (CSP) for Bromsgrove District, Redditch Borough and Wyre Forest District is the **North Worcestershire Community Safety Partnership**, established in2012 to meet the requirements of the Crime and Disorder Act 1998 as amended.

The North Worcestershire Community Safety Partnership (CSP) covers the whole area within Bromsgrove, Redditch and Wyre Forest Councils' administrative boundaries. (Map shown at Appendix 1).

2. Requirements of the Crime and Disorder Act (1998) and Subsequent Amendments

The Crime and Disorder Act (1998), amended by the Police Reform Act (2002), makes it clear that the duty to carry out audits and develop strategies to reduce reoffending, tackle crime and disorder, anti social behaviour, alcohol and substance misuse and any other behaviour which has a negative effect on the local environment rests with **Responsible Authorities (RA)**. These responsible authorities include:

- In multi-tier authority areas the District Council and County Council
- Police
- Police Authority (until 22 November 2012)
- Health (primary care trusts until 31 March 2013 and clinical commissioning groups after this)
- Probation

Other agencies and organisations form the North Worcestershire CSP as either **Co-operating Bodies (CB)** or **Invitees to Participate (IP)** as defined by Section 5 (2) and Section 5 (3) of the Act respectively.

3. Purpose of the North Worcestershire CSP

To provide a strategic and co-operative approach between agencies and communities within North Worcestershire to address local community safety issues and achieves the Partnership's vision of 'Keeping North Worcestershire a safe place to live, work and visit.'

This vision is underpinned by the following:

- To address the wider causes of crime and fear of crime.
- To encourage community cohesion.

- To reduce alcohol related harm.
- To identify opportunities to reduce substance misuse and re-offending.
- To promote a community where domestic abuse and the fear of domestic abuse is not tolerated.
- To promote a community where hate crime is unacceptable and those victims of hate crime are supported.
- To provide effective, strategic leadership generating effective partnership working.
- To deliver measurable outcomes.

4. Aims of the North Worcestershire CSP

The aims of the North Worcestershire CSP are:

- To fulfil the obligations set out in the Crime and Disorder (1998) and subsequent legislative changes.
- To promote integration of Community Safety Plans into mainstream policies and services.
- To agree specific targets for improving Community Safety.
- To review achievements against targets and take appropriate action.
- To consider the annual assessment of Crime and Disorder trends and its impact on Community Safety strategy.
- To promote effective co-ordination of Community Safety activities.
- To promote information sharing and best practice in Community Safety.
- To promote the work of the CSP and its projects in the media and community as appropriate.
- To identify and explore opportunities to attract funding.
- To lead or support bids for funding.
- To promote continuing consultation on Community Safety.

5. Structure of the North Worcestershire

Community Safety in Worcestershire is structured in three tiers, each with its own remit and responsibilities but interrelated in achieving goals. The North Worcestershire CSP is managed strategically by the Worcestershire Safer Communities Board (SCB). Appendix 2 provides a structure chart showing the partnership links and responsibilities.

The three tiers are:

1. The **Safer Communities Board**: provides strategic level leadership and co-ordination of cross cutting community safety activity in Worcestershire.
2. The **North Worcestershire CSP**:
 - Monitors and evaluates the implementation of the Partnership Plan for the districts of Bromsgrove, Redditch and Wyre Forest.
 - Submits bids for external funding to support delivery of the Partnership Plan.
 - Links the work of the CSP to other bodies whenever required.
 - Identifies support required by the CSP to progress the delivery of the Partnership Plan.
3. a) **Community Safety Operational Groups** in Bromsgrove, Redditch and Wyre Forest report directly to the North Worcestershire CSP and are responsible for delivering the actions and outcomes identified by the North Worcestershire Community Safety Partnership Plan. Project Leaders can be appointed by its Chair to head up individual projects as required.
- b) The **North Worcestershire Hate Incident Partnership** (NWHIP) and the **Safeguarding Adults Groups** are responsible for delivering activities that affect the most vulnerable people in our communities. These groups will feed into the local Community Safety Operational Groups.

6. Review of Terms of Reference

The North Worcestershire CSP will regularly monitor and review its Terms of Reference in the light of changing circumstances. In any event, the Terms of Reference will be reviewed formally every two years.

7. Financial Procedures and Protocols

- It shall be the duty of the Chairs of the local Community Safety Operational Groups in partnership with the Community Safety Manager or equivalent to regulate and control any finances allocated to the respective district areas prior to the establishment of the North Worcestershire CSP.

- Any community safety grant awarded following its formal adoption will be allocated by the North Worcestershire CSP.
- Redditch Borough Council and Wyre Forest District Council will act as custodians of North Worcestershire CSP funds which under the Local Government Finance Act and Accounts and Audit regulations will be incorporated into their accounts.
- The Local Authority Community Safety Manager or equivalent shall be responsible for supervising the financial arrangements and reporting on all financial matters.
- All bids and claims for external funding will be approved by the North Worcestershire CSP.
- North Worcestershire CSP will seek to pro-actively commission projects and will establish a methodology for receiving and evaluating funding bids.

8. Operation of the North Worcestershire CSP

Key Responsibilities

- Compliance with statutory requirements of the Crime and Disorder Act (1998), subsequent legislative amendments to the act and any other applicable legislation.
- To ensure close and effective working relationships with the Worcestershire Drug and Alcohol Action Team (DAAT) and the South Worcestershire CSP are maintained and enhanced.
- To be responsible for the development of the Partnership Plan and ensure that sufficient resources are allocated and aligned for delivery of its outcomes.

Criteria for Membership

Organisations should:

- Be a **‘responsible authority’ (RA)** a **‘co-operating body’ (CB)** or an **‘invitee to participate’ (IP)** as defined by the Crime and Disorder Act (1998) or subsequent legislative amendments or have a strategic responsibility for community safety related issues.

The representative from an organisation should be able to:

- Commit human and financial resources and be able to effect organisational change to address blockages, problems and barriers to effective delivery. It is therefore recommended that the level of representation should be at Chief/Senior Officer level.

Membership of the North Worcestershire CSP

The following organisations are members of the North Worcestershire CSP:

- Bromsgrove District Council (RA)
 - Hereford and Worcester Fire and Rescue Service (RA)
 - Redditch Borough Council (RA)
 - West Mercia Police (RA)
 - West Mercia Police Authority (RA) (until 22 November 2012)
 - West Mercia Probation Trust (RA)
 - Worcestershire County Council (RA)
 - Worcestershire Primary Care Trust (RA) (Until 31 March 2013 and Clinical Commissioning Groups after this)
 - Wyre Forest District Council (RA)
 - Bromsgrove and Redditch Magistrates Bench Chair (IP)
 - Chairperson of the Community Safety Operational Group for Bromsgrove (IP)
 - Chairperson of the Community Safety Operational Group for Redditch (IP)
 - Chairperson of the Community Safety Operational Group for Wyre Forest (IP)
 - Chairperson of the North Worcestershire Hate Incident Partnership (IP)
 - Herefordshire and Worcestershire Youth Offending Service (IP)
 - HMP Hewell (IP)
 - Kidderminster Magistrates Bench Chair (IP)
 - Portfolio Holder for Community Safety for Bromsgrove District Council (IP)
 - Portfolio Holder for Community Safety for Redditch Borough Council (IP)
 - Portfolio Holder for Community Safety for Worcestershire County Council (IP)
 - Portfolio Holder for Community Safety for Wyre Forest District Council (IP)
 - Victim Support (IP)
 - Worcestershire County Association of Local Councils (IP)
 - Worcestershire DAAT (IP)
 - Worcestershire Regulatory Services (IP)
 - VCS organisation to be invited (IP)
- Membership of North Worcestershire CSP will consist of one nominee (and a named substitute) from each of the above organisations.
 - Project Managers will be invited to attend as required.
 - The Chairperson may invite other agencies and/or officers as required depending on the nature/content of the meeting.

New Members

- Additional members may join the North Worcestershire CSP on agreement and formal resolution by members.

Meetings

- Meetings will be held on a quarterly basis.

- All members shall have one nominee on the partnership, although they may bring professional advisors to the meeting with the agreement in advance of the Chairperson.
- All members of the partnership are encouraged to aim for 100% attendance at meetings. Substitutes must have sufficient authority to represent/commit resources on behalf of their organisation.

Chairperson and Vice Chairperson

- The partnership will elect a Chairperson and Vice Chairperson who will each have a term of up to two years and stand for re-election at the end of each two year period.
- Eligibility for the role of Chairperson and Vice Chairperson is restricted to the representatives of the Responsible Authorities only.

Decision Making

- North Worcestershire CSP will work to agree all decisions by consensus. However, if this is not possible decisions will be agreed by simple majority. For the purposes of transparency 11 members (six of which must be responsible authorities) will be considered quorate.
- Only one nominee from each organisation will be entitled to vote.

Other Responsibilities

- To identify the training and support needs of members to ensure the necessary skills exist within the partnership to deliver its core functions.
- To monitor performance in relation to local, regional and national targets and ensure this information is available to be reported to the SCB.
- To provide updates to the Local Strategic Partnerships as required and provide representation at its board meetings when requested.
- To represent the North Worcestershire CSP as appropriate at local, regional and national forums.
- To identify opportunities to improve data collection and analysis.

Scrutiny Arrangements

- Under Sections 19 to 20 of the Police and Justice Act (2006) North Worcestershire CSP will be subject to the scrutiny arrangements in place for each of the Local Authorities within its operating area.
- With adequate notice members of the North Worcestershire CSP will make themselves available to the district/county Scrutiny Committee to provide information or answer questions on the work of the CSP in the appropriate area.

Delegation of Responsibilities

The North Worcestershire CSP Chairperson is responsible for:

- Representing the interests of the North Worcestershire CSP at meetings, seminar and other functions.
- Voting for or agreeing to supporting projects that underpin the delivery of the Partnership's Plan and operational priorities.
- Chairing regular quarterly meetings of the Partnership.
- Calling extra-ordinary meetings of the Partnership or the Operational Groups when necessary.
- In the absence of the Chairperson, the Vice Chairperson will assume these responsibilities and be able to represent the North Worcestershire CSP.
- Support Officers can represent the North Worcestershire CSP as needed but cannot assign or reassign funding to projects without prior agreement from the CSP. Neither can they alter or amend plans or outcomes without consulting the Chairperson/Vice Chairperson.
- The Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest will meet regularly to co-ordinate the North Worcestershire CSP and support the Chairperson of the Partnership in agenda setting and fulfilling his/her responsibilities.
- The Community Safety Managers or equivalent will ensure that the interests of the North Worcestershire CSP and their local Operational Groups are fully represented at meetings and other functions.

9. Community Safety Operational Groups

Key Responsibilities

- To be responsible for the effective delivery of the North Worcestershire Partnership Plan and to report directly to the North Worcestershire CSP and its Chairperson.
- To work with partners to co-ordinate responses to tackle any predicted or emerging issues and to monitor the performance of actions and projects in relation to these responses.

Criteria for Membership

- There is a core of organisations and individuals that may be requested to attend and are selected depending on nature/content of the Operational Group meeting.
- Membership for these groups will vary from district to district depending on the need for that area.

- All Operational Group meetings will include the attendance of representatives from the responsible authorities.
- Each Operational Group will have agreed terms of reference available for submission to the North Worcestershire CSP on request.

Financial Procedures and Protocols

- It shall be the duty of the Chairperson and Community Safety Manager or equivalent to regulate and control the finances allocated to the Operational Group. The Community Safety Managers or equivalent shall be responsible for supervising the financial arrangements and for reporting on all financial matters.
- Redditch Borough Council and Wyre Forest District Council will act as custodian of Partnership funds which, under the Local Government Finance Act and Accounts and Audit regulations, will be incorporated into their accounts.
- All new bids and claims for funding will be approved by the North Worcestershire CSP where relevant.

10. Performance Management

The North Worcestershire CSP will be responsible for ensuring an effective performance management framework is in place in order to monitor and evaluate its work and outcomes.

The North Worcestershire CSP will:

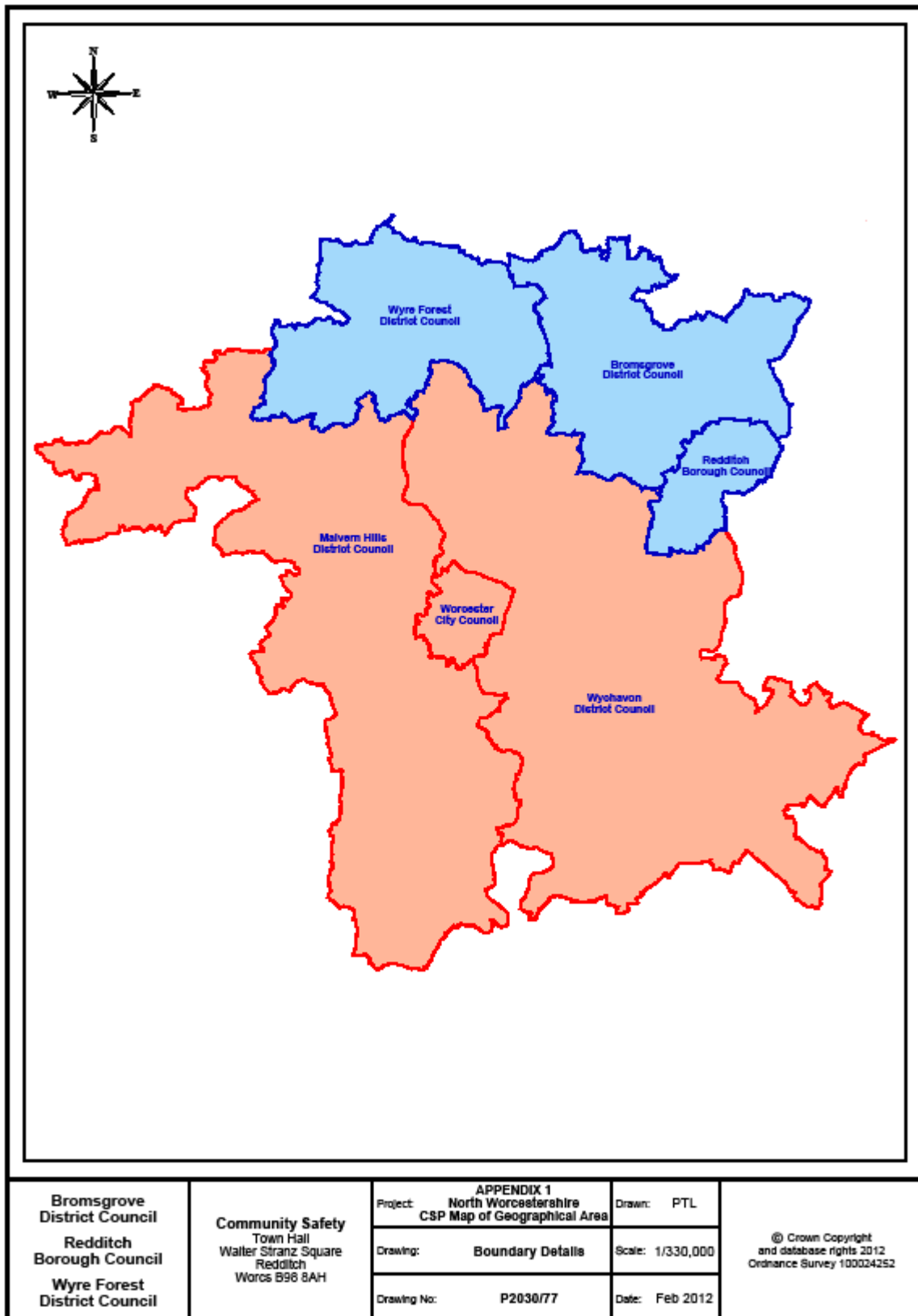
- Oversee the implementation of the North Worcestershire Community Safety Partnership Strategic Assessment.
- Implement, monitor and review the North Worcestershire Community Safety Partnership Plan and assess the delivery of associated projects and milestones.
- Monitor and assess the value for money of community safety activities in North Worcestershire.
- Receive high level performance reports from each of the Operational Groups and actively scrutinise the work of the groups and all associated projects, promoting change and challenging convention where necessary.
- Report the North Worcestershire CSP performance to the Worcestershire SCB via the Policy and Commissioning Group as part of the countywide community safety performance framework.

11. Communications

- A Communications Strategy should provide an effective way of informing the local community and stakeholders of the work of the North Worcestershire CSP and provide consistent messages from its partners.
- Appendix 3 is the North Worcestershire CSP Communications Strategy - Operating Protocols.
- The strategy details the operating protocols for internal and external communications for North Worcestershire, the Operational Groups and branding and marketing of the North Worcestershire CSP.
- Ultimately the Chairperson of the North Worcestershire CSP will be responsible for ensuring that communications are generated and released on behalf of the partnership.

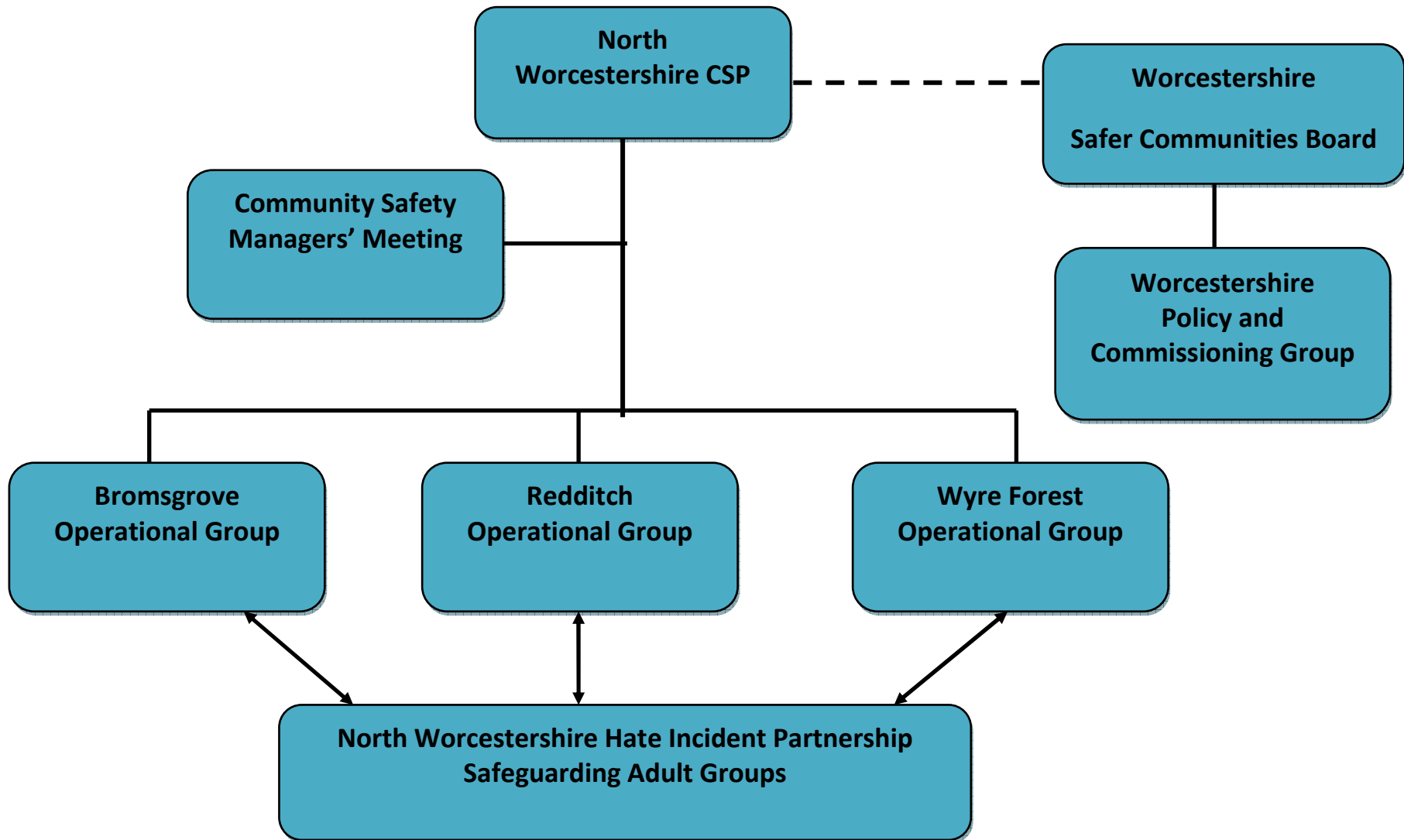
APPENDIX 1

Map of the Geographical Area covered by the North Worcestershire CSP



APPENDIX 2

North Worcestershire CSP Structure Chart



APPENDIX 3

North Worcestershire CSP Communications Strategy - Operating Protocols

Channels of Communication

- It is suggested that the current communications channels (internal and external) available across North Worcestershire are mapped by the Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest.
- The North Worcestershire CSP will agree the most appropriate communications channels to transmit key messages to its audiences.
- Possible channels include:
 - Publications e.g. newspapers, internal newsletters
 - Annual reports, business plans, research and evaluation reports
 - Media including TV and radio
 - Websites
 - Events
 - Word of mouth, public meetings, presentations, focus groups
 - Marketing materials e.g. leaflets, posters and brochures

Roles and Responsibilities

- In the interest of consistency and professionalism all communications will be co-ordinated through the Community Safety Managers or equivalent in conjunction with the Chairperson of the North Worcestershire CSP and/or the Chairperson of the Operational Groups where appropriate.
- Community Safety Managers or equivalent will ensure that relevant partner agencies are given the opportunity to comment on all communications before general release. Partners will be asked to ensure they comment within a timely manner to ensure the release meets press deadlines.
- Partners will agree to share information and knowledge that may be of mutual benefit.
- Partners will agree to keep each other fully informed of any issues which may affect each other, for example press interest in a particular story.
- Partners will agree to notify each other of any campaigns, publications etc. which may be of mutual interest.

Press Releases

- All North Worcestershire CSP press releases must include a short quote from the Chairperson and where appropriate and beneficial additional quotes should be included from key partners.

- All press releases must be signed off by the Chairperson or the Vice Chairperson in advance of circulation for release.
- The Operational Groups may issue press releases where a project has solely been delivered in their respective district. Where this is the case a press release must include a quote from the North Worcestershire CSP Chairperson and the Operational Group Chairperson. Both parties must have signed off the press release before its circulation.
- A draft copy of the press release should be sent to the Community Safety Managers or equivalent who will liaise with the North Worcestershire CSP Chairperson for endorsement.
- The Community Safety Managers or equivalent will then advise the partner(s) issuing the press release of any comments or additions that the Chairperson may wish to be considered for inclusion.
- Following any required revision, the partner(s) can then forward the press release to the local media, ensuring the Chairperson is advised of any photo-call opportunity.
- Press releases must be issued on North Worcestershire CSP headed paper.
- A copy of the issued press release must be given to the Community Safety Managers or equivalent for file and audit purposes.

Resources

- The North Worcestershire CSP will agree the allocation of pooled resources for joint CSP communications activity. It is anticipated that North Worcestershire CSP projects will be identified at the beginning of the financial year, which will support forward planning of communications related activity.

Branding and Marketing

- The North Worcestershire CSP is developing a logo to be used for all branding related activities. It has also adopted the strap line 'North Worcestershire Community Safety Partnership – Keeping North Worcestershire a safer place to live, work and visit.'
- Operational Groups will use the North Worcestershire CSP logo and/or the strap line 'Safer Bromsgrove/Redditch/Wyre Forest - supported by the North Worcestershire Community Safety Partnership.'

Monitoring and Evaluation

- A review of the communications strategy will be undertaken on an annual basis.
- All communications activities will be collated and reported on a quarterly basis to the North Worcestershire CSP.
- A process to evaluate the effectiveness of communication activities will be developed.