PROFORMA FOR COMMUNITY SAFETY ACTION GROUPS IN WARWICK DISTRICT

This proforma has been developed to further improve partnership working at community level. It is recognised that there are several different forums where community safety forms the whole or a significant part of the agenda. It is not proposed to produce a one size fits all model but to agree common goals and procedures whereby key partners understand their role, responsibilities and commit to minimum standards.

Individual groups will be at different stages and may wish to enhance and amend but this should only be agreed where it increases effectiveness and does not undermine minimum standards or the management of expectations.

Where any organisation is not delivering against the commitment made this should be challenged by the group initially. If this is not resolved the matter should then be referred to the Communities & Fear Of Crime Group. Ultimately issues may be passed on to the Warwick District Crime & Disorder Reduction Partnership.

XXXXX group is convened solely or mainly to reduce crime and disorder, drugs misuse and the fear of crime in the **XXXXX community.** Our aim is to create a safer environment where all sections of the community feel safe as they live in, work in or visit the area.

Key partners are those that add value to the group through bringing local knowledge, expertise and or experience and a shared commitment to delivering actions to address specific issues, they include:

Local residents
Neighbourhood Watch
Local councillors
Clerks to local authorities
Officers of local authorities
Police
Local business
Young person's representatives
Fire & Rescue Service

Representatives should each have a specific role and contribution but members of the public should also be encouraged to attend if they wish to speak on a specific item, this should be time limited and at an agreed point in the agenda.

The group agrees to meet at least quarterly and will identify individuals from the above key partners. The group will identify a chairperson, vice chair and minute taker. The chairperson and any substitute will be an elected member. All group members will identify a substitute and ensure that all actions assigned to them are reported in full.

Where the group is not solely convened for community safety the first substantive agenda item will be community safety facilitating the attendance of the local Police representative and ensuring that the maximum time is spent on the beat.

A template for minutes will be used to ensure the principal actions are recorded together with the person responsible and timescale. All actions will be reported back to the next meeting of the group.

The picture of local crime and disorder trends and levels will be a substantive part of the meeting utilising:

- the most recent recorded crime figures
- the most recent incident data
- Police analysis of the above verbal and or written
- local knowledge and experience.

The group will produce a communications concordat detailing the contact details and availability of key partners and to improve the sharing of information to help local people feel safer. This should include an e-group where possible but should also build on and support existing communication systems eg the messaging system available through the NHW Coordinators, Business Watch and Rural Watch.

The group recognises the key factors in driving the fear of crime include levels of domestic burglary, disorder, anti social behaviour and the appearance of the environment. The group will devise plans to help people feel safer through measures including:

- **Providing a multi agency reference point for concerned local people**
- **Providing a network of mutual support and community safety champions**
- **Increased/more visible policing**
- **Increased CCTV**
- **Improved lighting**
- **Signposting help**
- **More and stronger Neighbourhood Watch**
- **Improved messaging system**
- **Engaging and positively occupying young people**
- **Prompt reporting and removal of GRIME including sharps, abandoned vehicles, fly tipping, graffiti**
- **Positive news stories in the media and responding to negative news stories**