

# South Warwickshire Community Safety Partnership

## Terms of Reference (approved 13th May, 2013)

### Overview:

The two Crime & Disorder Reduction Partnerships for Stratford-on-Avon & Warwick Districts were formally merged in September 2008.

The South Warwickshire Community Safety Partnership (SWCSP) has a Board at the Executive /Strategic level and the South Warwickshire Operational Group (SWOP) at the tactical/delivery level.

The Strategic Member Board meets in order to fulfil its statutory duties as follows:

May –Review annual performance against priorities

November – Review 6 monthly performance and consider additional priorities

January – Receive and agree the Strategic Assessments, endorse any new priorities, set and targets, and refer any strategic issues to the relevant forums for consideration and action.

\*Special meetings may also be convened as required.

SWCSP is charged with developing and agreeing realistic and challenging targets annually to address crime and disorder. Based on factors which will include past performance, trend analysis, PESTELO considerations and comparison with family groups SWOP will propose targets to the Strategic Member Board for endorsement and adoption. Once agreed, SWOP incorporates those targets into the individual delivery plans for each district based action plan.

SWOP meets quarterly in February, May, August and November monitoring progress against each action plan and identifying remedial action where performance and projection analysis indicates that the partnership is in danger of missing a target. Should SWOP be unable to take the necessary action to bring performance back on track, because, for example, additional partnership resource is required, or a partner is not contributing as required, this will be referred to the Strategic Member Board for action.

## 1. Strategic /Executive Level – SWCSP Strategic Member Board

### Notes:

- The Crime and Disorder Act (CDA) Review proposed a split between the strategic and operational decision making responsibilities of CDRPs/CSP's. This was supported by the Department for Communities and Local Government (DCLG) as it fits with the overall role for the Local Strategic Partnerships established in their consultation.
- The CDA review encourages CDRP mergers as a means to creating greater co-terminosity across agency boundaries where it is clear that the results will benefit local communities by facilitating the delivery of better outcomes for them, whilst maintaining local focus.
- The CDA review requires an ongoing strategic intelligence assessment to replace the 3-year audit.
- The CDA review requires Portfolio Holders for Community Safety to sit on the CDRP. The Portfolio Holder's participation in the strategic decision making process is mandatory.

How does this governance structure address these issues?

- The six-monthly meetings, with elected members, is where the strategic direction will be decided for the CSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery
- This top-level strategic meeting will include the portfolio holders and other key elected members, with representation from all the responsible authorities as defined by the Crime and Disorder Act (1998)

## Terms of Reference and Role of the Strategic Member Board

This is the Member-led Board giving high-level strategic direction and is responsible for:

- Receiving the annual Strategic Assessment
- Setting the strategic priorities for the next 12 months
- Directing the work of SWOP (delivery)
- Receiving exception reports on progress towards overall SWCSP strategic targets
- Continuous improvement of partnership performance

In order to facilitate the achievement of the above, meetings will operate as follows:

- Frequency & Timing – meetings will be six-monthly, the timing dictated by the production of the Strategic Assessment. Agenda and papers will be sent out at least one week prior to the meetings. The venue will alternate between Stratford and Warwick districts.
- Chair – the Chair shall be nominated by the Strategic Member Board. It is suggested that the Chair could rotate between the portfolio holders from the county and the two districts. The chairing of the group to be reviewed every two years.
- Vice Chair - the Vice Chairs shall be the other two portfolio holders.
- Membership – membership (10 in total) shall be as follows:
  - 2 elected members from Stratford-upon-Avon District Council
  - 2 elected members from Warwick District Council
  - 2 elected members from Warwickshire County Council (1 from each Area Committee)
  - 1 Warwickshire Fire Authority representative
  - 1 South Warwickshire Clinical Commissioning Group Member
  - 1 Warwickshire Probation Trust representative
  - 1 Warwickshire Police Officer- South Warwickshire Superintendent

Voting – should a vote be required only the above members will be allowed to vote and if votes are tied the Chairman will have the casting vote.

Also invited to attend: Ronald Ball ( Police & Crime Commissioner), Eric Wood ( Deputy Police & Crime Commissioner) & Roger Laws (Magistrate)

*Officers attending to include representatives from*

- § Stratford-on-Avon District Council (*a Senior Officer*)\*
- § Warwick District Council (*a Senior Officer*)\*
- § 2 x Chairs of SWOP
- § Warwickshire County Council Group Manager Community Safety & Substance misuse)
- § Warwickshire Police –Chief inspector Neighbourhood Policing
- § Fire & Rescue (Principal Officer)
- § Probation (Senior Officer)

*Substitution arrangements* – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting in their place. The name of this substitute should be notified to the officer support to the meeting in advance.

## **2. Delivery/Operational Level – South Warwickshire Operational Group**

Notes:

- The CDA review requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model
- There is a requirement to produce an annual rolling three year community safety plan, underpinned by strategic intelligence assessments and informed by consultation and engagement with communities

*How does this governance structure address these issues?*

- SWCSP is taking an intelligence-led, problem-solving and outcome-orientated approach. This second tier group, comprising only officers, will be concerned with this approach guided by the strategic assessment and monthly intelligence.

## **Outline Terms of Reference and Role of the South Warwickshire Operational Group**

This is the operational officer group responsible for:

- Receiving annual priorities from the Strategic Member Board
- Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment
- Commissioning quarterly analysis of recorded crime
- Receiving quarterly reports on progress towards strategy targets
- Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board
- Evaluating the effectiveness of action plans

In order to facilitate the achievement of the above, meetings will operate as follows:

- Frequency & Timing – meetings will be quarterly during February, May, August and November with the May and November meeting shortly after the six monthly Strategic Member Board meeting in order to respond promptly to any new directions. Agenda and papers will be sent out at least one week prior to the meetings. Venues will alternate between Stratford and Leamington.
- Chair - the Chairing of the meetings will alternate between the respective district council community safety lead officers.
- Vice Chair – the Vice Chair shall be the Warwickshire Police Chief Inspector Neighbourhood Policing

Membership – membership shall be officer representatives from the responsible authorities and other agencies as follows:

- Stratford-on-Avon District Council (Community Safety Lead Officer)
  - Warwick District Council (Community Safety Lead Officer)
  - Warwickshire County Council (South Warwickshire Community Safety Project Officers)
  - Warwickshire Police (South) –Chief inspector Neighbourhood Policing
  - Warwickshire Police(South) Inspectors Neighbourhood Policing
  - Warwickshire Police(South) Safer Neighbourhood Sergeants
  - Warwickshire Police (South) ASB/PCSO's
  - District Council, Anti-social behaviour, environmental health and licensing
  - Warwickshire Observatory (Research Officer Crime & Community Safety)
  - Primary Care Trust (Senior Public Health Officer)
  - Fire & Rescue (Group Commanders)
  - Registered Social Landlords
3. Substitution arrangements – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting in their place. The name of this substitute should be notified to the officer support to the meeting in advance.