

South Lakeland and Barrow Community Safety Partnership: Terms of Reference

1) Vision

By working in partnership, South Lakeland and Barrow communities will remain safe and reassured, without fear or threat of crime

2) Purpose:

- To reduce crime and provide reassurance to our communities through partnership working between public, private and voluntary sectors
- Reduce substance misuse, anti-social behaviour and re-offending
- Encourage partners to make community safety a priority
- Enable a streamlined and transparent decision making process
- Establish community priorities through effective consultation with communities and residents
- Provide a means to improve the quality of life for the residents of the South Cumbria

3) Roles and responsibilities:

The Joint CSP will:

- Identify the priorities and targets for inclusion in a Partnership Plan
- Ensure task group action plans deliver against agreed outcomes
- Review and Publish the Partnership Plan
- Ensure local priorities are escalated to the Safer Cumbria Board and PCC for Cumbria

The Partnership will consist of nominees (and reserve) from:

(Bold = statutory partners)

- **South Lakeland District Council** (2) (to include Portfolio Holder for Community Safety and Chief Executive or representative)
- **Barrow Borough Council** (2) (to include Portfolio Holder for Community Safety and Chief Executive or representative)
- **Cumbria County Council** (2) (to include Local Committee member representative, Area Support Manager, Public Health Manager)
- **South Cumbria Police** (1) (Superintendent or Deputy)
- **OPCC** (1)
- **CCG** (2) (Director of Public Health, Public Health Specialist)

- **Cumbria Fire and Rescue Service** (1)
- **Cumbria Probation Trust** (1) and **CRC** (1)
- Youth Offending Service (1)
- Cumbria Association of Local Councils (2)
- Business representatives to include Cumbria Chamber of Commerce (2)
- Voluntary Sector representative (1)
- Victim Support (1)
- South Cumbria Magistrates (1)
- Task group chairs (4)

4) Work schedule

The Partnership will:

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| <ul style="list-style-type: none">• Provide input to the Strategic Assessment and 3 year rolling Partnership Plan• Participate in the production of actions for the Partnership Plan• Prepare action plans, to include projects funded by the Partnership, with clear milestones and targets• Agree the formation of theme task groups, based on the key priorities identified through the Strategic Assessment. |
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South Lakeland and Barrow Community Safety Partnership Executive Constitution:

1) Structure

The Partnership comprises of:

- The Executive Group and
- Themed Task Groups

2) Members will represent their organisation or community wishes in completing the Strategic Assessment and Partnership Plan and ensuring effective delivery.

They should be able to:-

- commit time to taking an active role in the Partnership
- commit human and financial resources of the organisation
- be able to effect changes within their organisation to address problems and barriers to effective delivery

Additional members may be added to the Partnership on agreement and formal resolution of the Partnership.

3) Review Process

The Partnership will annually review the constitution, to reflect changes in legislation and local circumstances.

4) Executive: key responsibilities

- to direct the work of the Partnership
- to input to and publish the Community Safety Strategic Assessment
- to engage with stakeholders, communities and members of the public
- to develop and produce the 3 year Partnership Plan
- to monitor the Partnership Plan (via task group action plans)
- to refresh the Partnership Plan as required
- to agree funding allocations
- to communicate the views of its members, as appropriate
- to provide a forum for the discussion of community safety and crime reduction
- to ensure compliance with the Information Sharing Agreement

- to ensure the Partnership has the right skills and knowledge to meet statutory requirements
- to ensure compliance with the statutory requirements set out in the Crime and Disorder Act 1998, the Police and Justice Act 2006 and the Policing and Crime Act 2009

5) Executive Group

The Executive Group shall be made up of senior officers from responsible authorities, and task group chairs. The Executive Group shall meet and consider the following:

- Performance management
- Funding applications (when applicable)
- Strategic Assessments and Partnership Plans
- Task group performance and funding updates
- Updated legislation and best practice
- Compliance with national standards
- Emerging issues

The Executive Group may task a working group of statutory partners and task group chairs with a specific piece of work. Any recommendations made by the working group will be presented to the Executive Group for final decisions.

6) Chair and Vice Chair

The Partnership shall elect a Chair from the statutory partners. The Chair shall retain full voting rights as an individual member. The Chair shall serve for a three-year term of office, subject to them being a legitimate member of the Executive and shall be eligible for re-election at the end of the term. The role of the Chair is to:-

- provide effective and accountable leadership for the Partnership
- promote the Partnership and its Vision
- ensure good practice is adopted by the Partnership in the implementation and delivery of the strategic assessment and partnership plan

- act as the spokesperson for the Partnership in dealings with the press and media or nominate a person to act on his / her behalf
- represent and speak on behalf of the Partnership at any external meeting, or nominate a person to act on his / her behalf

The Vice-Chairman shall be elected and serve for a three-year term of office and shall be eligible for re-election at the end of the term. The main role of the Vice Chair is to represent the Chair, as required and act as an advocate for the Partnership

The Chair and / or Vice Chair can be replaced at any time during the term of office through a vote of no confidence by members of the Executive Group. The Chair and / or Vice Chair can resign at any time during the term of office by means of a formal letter to the CSP Co-ordinator or responsible authority member.

7) Electing a Chair and Vice Chair

1. CSP coordinator to request nominations for Chair and Vice Chair by a specific deadline and circulate to Executive Group prior to a scheduled meeting with agenda papers. All nominees must be a member of the Executive Group and agree to be nominated. They will be proposed and seconded by other members of the Executive Group
2. At the meeting, all nominations received will be read out and the members present will be asked if there are any more nominations from the floor
3. Those nominated will be asked to leave the room while the vote takes place
4. Members present at the meeting will vote either by a show of hands or a secret ballot, if the latter is requested from the floor on the day and agreed by those present
5. Those attending the meeting as substitutes are eligible to vote
6. If there are more than 3 nominees, there will be two votes. After the first vote, the person(s) with the least votes will drop out and are then eligible to vote. A second vote will then take place

7. The same process, from stages 2 – 6, to be applied to the election of Vice Chair

8) Voting

Each member of the Partnership, or nominated substitute, shall have one vote. Decisions will be made by a simple majority. In the case of a tied vote, the chairman shall have the casting vote. The CSP Co-ordinator is a non-voting member.

9) Minutes of meetings

Formal minutes will be produced after each meeting, and be approved at the subsequent meeting of the Partnership.

10) Frequency of meetings

The Partnership shall meet quarterly. The Co-ordinator shall be responsible for convening meetings. A special meeting of the Partnership may be called by the Chair to discuss a specific item only. Members will be made aware of the business to be discussed.

11) Funding

Direct funding for CSP projects is provided by the PCC for Cumbria. In addition, partners can contribute either financial or human resources to the Partnership, to be used for identified priorities. Partnership funding cannot be used to replace mainstream service delivery, but can be used in conjunction with or to add value to a project.

An agreed funding pro-forma, usually completed by service providers or partners, will be used to consider all applications for funding. These will be assessed and reviewed following agreed criteria, and agreement reached to support a potential bid, or not. The final decision on all allocations will rest with the Executive Group, but recommendations can be made by the CSP chair or task group chairs.

The decision of the Executive Group will be final.

The agreed criteria is shown below and applies to capital and revenue spend:-

- Bids of less than £2,000 to be agreed by task group chair and CSP chair, with a recommendation to the Executive Group
- Bids for more £2,000 to be agreed by all task group members and CSP chair, with a recommendation to the Executive Group
- Bids of £5,000 or more to be agreed by CSP Executive Group.

12) Performance Management

1. Ensure the Partnership meets any targets placed upon it or agreed in the Partnership Plan.
2. Monitor the delivery of the Partnership Plan and task group action plans against agreed milestones and targets.
3. Authorise reports on progress to the partners and the public through Partnership meetings.
5. Monitor funded projects and manage any underperformance reported by the task groups.

Review & Amendment

1. Refresh the Partnership Plan annually taking account of any changes in national and local targets and community priorities.
2. Agree amendments and set new or revised targets.
3. If necessary agree termination of funding for a project or changes to a project or task group.

13) Themed CSP Task Groups

The Partnership will:

1. Ensure the task group action plan is delivered.
2. Implement actions in the action plan related to their organisations
3. Provide monitoring information on a quarterly basis (Individual partners and project managers where requested).
4. Recommend amendments to the action plan .
5. Report to quarterly Partnership meetings.
6. Review and manage any under performance in funded projects.

Constitution of themed South Lakeland and Barrow CSP task groups

- 1) Each task group will have a named chair and meetings will be held quarterly and minuted.
- 2) The chairs of the themed task groups shall be nominated from the existing membership.
- 3) Minutes of meetings and revised action plans will be circulated to all group members and presented on a quarterly basis to the full Partnership by the relevant chair, or nominated deputy.
- 4) The Chair will be responsible for alerting the Partnership to any potential slippage in respective action plans and for suggesting appropriate remedial action. Members of the themed task groups will be nominated by their organisation or co-opted by the chair and will undertake to attend meetings on a regular basis.
- 5) The themed task groups will make decisions by consensus.