

**EAST SURREY COMMUNITY SAFETY PARTNERSHIP
TERMS OF REFERENCE**

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1. Name and Geographical Area

The merged Community Safety Partnership (CSP) will be known as the **East Surrey Community Safety Partnership (ESCSP)**. The ESCSP covers the whole area within Mole Valley Reigate & Banstead and Tandridge 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), requires a Community Safety Partnership of "responsible authorities" to develop a strategy based on local intelligence to reduce re-offending and to tackle crime, anti social behaviour and substance misuse.

Other organisations are able to attend either as Co-operating bodies or invitees as defined by Section 5 (2) and Section 5 (3) of the Act respectively.

In East Surrey, these responsible authorities are:

- District / Borough Councils – one elected member and senior officer per authority and a Community Safety Manager on a rotating basis
- Surrey County Council – one elected member per authority and one senior officer
- Surrey Police – Senior Police Representative(s)
- Clinical Commissioning Groups (Surrey Downs and East Surrey)
- Surrey & Sussex Probation Trust
- Surrey Fire & Rescue Service

Other Co-operating bodies and invitees include:

- Office of the Police & Crime Commissioner (OPCC)
- Surrey County Council Public Health
- Registered Social Landlords
- Voluntary sector representative

3. Purpose

To provide strategic leadership to reduce crime and disorder through effective partnership working and to deliver measurable results across the area.

This will be achieved through the:

- Production of an annual strategic assessment to identify key crime & disorder issues across the ESCSP area.
- Development of a rolling 3-year ES Community Safety Plan with measurable outcomes.

- Robust monitoring of progress against Aims & Objectives.

4. Strategic Vision

“Working together to keep East Surrey safe”

5. Aims

- *To promote integration of Community Safety priorities into mainstream policies and services.*
- *To ensure the strategic vision is translated into real change for East Surrey.*
- *To reduce alcohol and drug related harm and to reduce re-offending.*
- *To encourage closer collaborative working on shared concerns.*
- *To increase community reassurance through co-ordinated awareness-raising campaigns.*
- *To provide a voice for East Surrey at the Surrey Community Safety Board.*
- *To identify funding opportunities and lead on relevant funding submissions.*
- *To contribute to and support the delivery of relevant County-wide strategies.*

6. Community Safety Landscape

Community Safety in Surrey is structured in the following way (see Chart in Appendix 2):

i) The Surrey Community Safety Board (CSB):

This multi-agency strategic board is responsible for devising a county wide joint strategy for community safety that takes into account the Police and Crime plan, the Community Safety Single Strategic Assessment and the Strategic Needs Assessment. The Board works collaboratively with other county boards, such as the Health & Wellbeing Board, to ensure that cross-cutting issues such as substance misuse and domestic abuse are addressed to best effect.

East Surrey is represented at the CSB by an elected member and a senior local authority officer drawn from the districts in East Surrey

ii) East Surrey Community Safety Partnership:

As detailed in 2 above.

iii) East Surrey Community Safety Management Group

This group is responsible for the delivery of the ES Community Safety Plan including the establishment of Operational Groups to address joint priorities. Its attendance reflects that of the ESCSP, at officer level.

iv) Community Safety Operational Groups

Operational groups in Mole Valley, Reigate & Banstead and Tandridge will report directly to the Management Group and are responsible for delivering the actions and outcomes identified by the ESCSP Plan. Project Sponsors can be appointed by the Chair to lead individual projects as required. These groups may focus at a local level e.g. CIAG¹ and JAG² or across all or part of the East Surrey area as appropriate e.g. Domestic Abuse Working Group. The Management Group may refer key reports onwards to the ESCSP as required.

7. Review of Terms of Reference

The ESCSP will monitor and review its Terms of Reference at least every two years.

8. Financial Procedures and Protocols

- i. An appropriate partner will act as custodian of any pooled ESCSP funds, on a project-lead basis. If a local Authority holds any funds, this will be under the Local Government Finance Act and Accounts and Audit regulations. Expenditure in advance of receipt of funds will not be permitted.
- ii. ESCSP will not purchase assets which require ongoing investment unless appropriate finance is identified for the life of the asset, including disposal.
- iii. ESCSP will pro-actively commission cross borough / district projects and will establish a methodology for receiving and evaluating funding bids.
- iv. All bids and claims for external funding will be approved by the ESCSP.
- v. The Sponsors of the relevant Operational Groups will be responsible for the monitoring and expenditure of any funds allocated to that particular Group.
- vi. The Local Authority Community Safety Manager or equivalent shall be responsible for supervising financial arrangements and reporting back to the ESCSP.

9. Operation of the East Surrey CSP

i. Criteria for Membership

- Organisations should be a 'responsible authority', a 'co-operating body' or an 'invitee to participate' as defined by the Crime and Disorder Act (1998) or subsequent legislative amendments or have a strategic responsibility for community safety related issues.

¹ CIAG – Community Incident Action Group, addressing individual cases of antisocial behaviour

² JAG – Joint Action Group, addressing area-based issues impacting upon local communities.

- Membership of ESCSP will consist of one nominee (and a named substitute) from each of these organisations.
- Representatives should be able to commit human and financial resources and be able to effect organisational change to address problems and barriers to effective delivery. It is therefore recommended that the level of representation should be at Chief/Senior Officer level.
- Operational Group Sponsors will be invited to attend as required.
- The Chairperson may invite other agencies or officers as required depending on the focus of the meeting.

ii. New Members

Additional members may join the ESCSP on agreement.

iii. Meetings

- Meetings will be held on a quarterly basis.
- All members may bring professional advisors to the meeting with advance agreement of the Chairperson.
- Substitutes must have sufficient authority to commit resources on behalf of their organisation.

iv. Chairperson and Vice Chairperson

- The partnership will elect a Chairperson and Vice Chairperson who will each have a term of up to two years before a subsequent election is held. They may stand for re-election if desired.
- The Chairperson and Vice Chairperson positions are restricted to Responsible Authorities.

v. Decision Making

- ESCSP will seek to agree all decisions by consensus or through a simple majority vote if required. A Quorate of 10 members (5 of which must be responsible authorities) is necessary.
- Only one nominee from each organisation will be entitled to vote.

vi. Other Responsibilities

- ESCSP members should have the necessary skills to deliver the core functions, seeking adequate training if required.

- Appropriate representation of ESCSP will be agreed at local, regional and national forums.
- Opportunities to improve data collection and analysis will be identified and national example of “best practice” will be regularly reviewed to ensure local delivery is as effective as possible.

vii Scrutiny Arrangements

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

viii Delegation of Responsibilities

The ESCSP Chairperson is responsible for:

- Setting and chairing regular quarterly meetings of the Partnership.
- Calling extra-ordinary meetings of the Partnership or the ES Management or Operational Groups when necessary.
- In the absence of the Chairperson, the Vice Chairperson will assume these responsibilities.
- ES Management Group Officers may represent the ESCSP as necessary but cannot making funding decisions without prior agreement from the ESCSP Chairperson. They will ensure that the interests of the ESCSP are fully represented at meetings
- The Borough & District Community Safety Managers or equivalent will meet regularly to brief and support the Chairperson in agenda setting and fulfilling his/her responsibilities.
- The ES Management Group and Operational Group sponsors will be responsible for the effective delivery of the East Surrey Partnership Plan.
- The ESCSP Chair has overall responsibility to initiate Domestic Homicide Review proceedings when notified by the Chief Constable. Lead responsibility will then be allocated to the relevant borough / district.

10. Performance Management

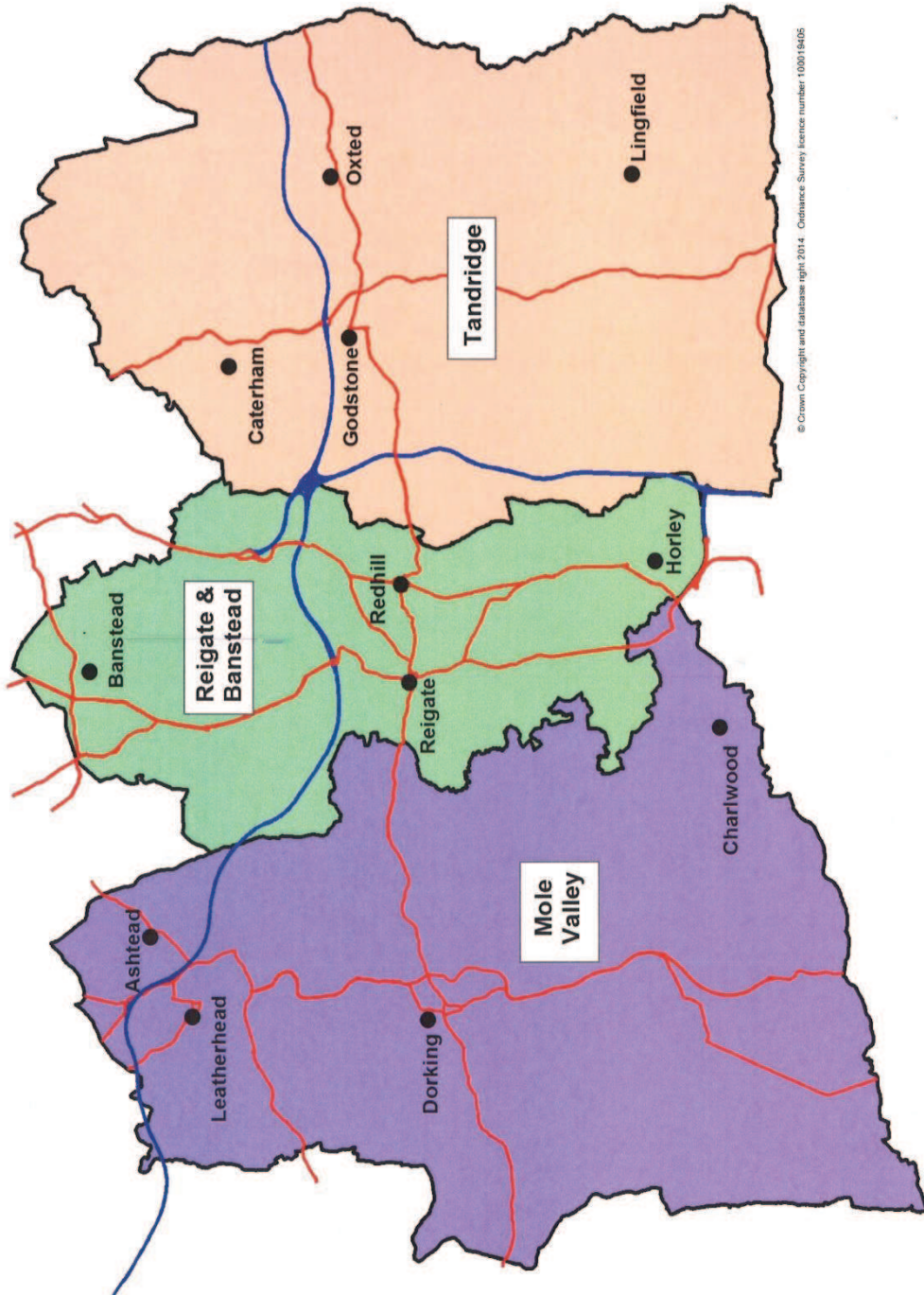
ESCSP will ensure an effective performance management framework is in place to monitor and evaluate its work and outcomes. This will include:

- Active support for the Management and Operational Groups to deliver the Strategic Vision.
- Active support for data analysis to inform the East Surrey Strategic Assessment.
- Implementation, monitoring and review of the East Surrey Community Safety Partnership Plan and assessment of the impact of associated projects.

11. Communications

- The ESCSP will agree a shared communications approach, making best use of existing organisational structures, social media outlets and member publications.
- Joint campaign messages will be agreed in advance of delivery to ensure consistency.
- Where possible, press releases will include a quote from the ESCSP Chairperson and the Operational Group Sponsor.
- The ESCSP will develop a logo to be used for branding related activities. It has adopted the strap line *'East Surrey Community Safety Partnership – Working together to keep East Surrey a safe place to live, work and visit.'*

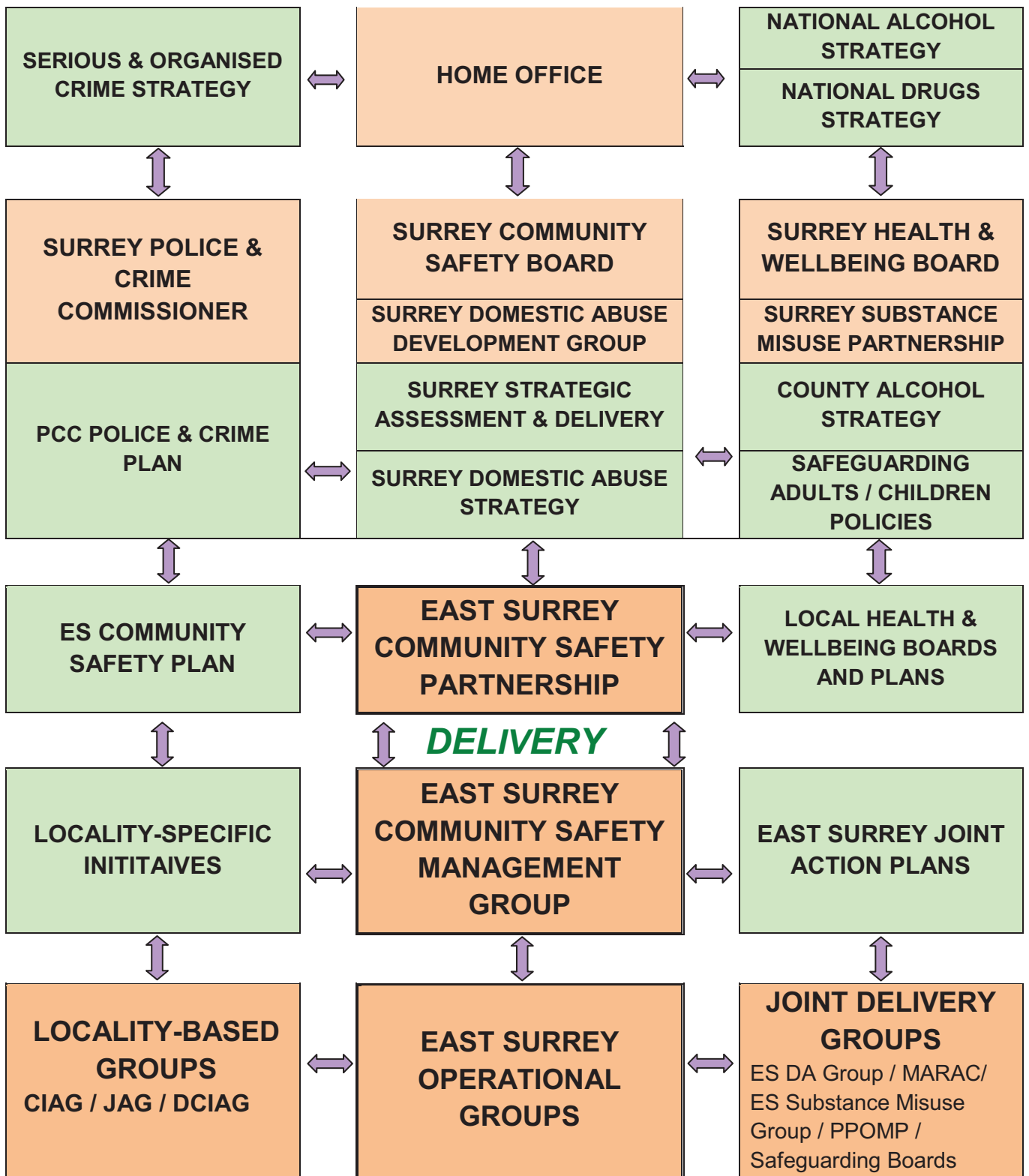
APPENDIX 1 - MAP OF THE GEOGRAPHICAL AREA COVERED BY THE EAST SURREY CSP



APPENDIX 2 : GOVERNANCE AND DELIVERY STRUCTURE

GROUPS | **PLANS**

STRATEGIC



East CSP - Membership

Louise Round	Tandridge District Council
Hilary New	Tandridge District Council
Rosalind Stennett	Tandridge District Council
Cllr Glynis Whittle	Tandridge District Council
Peter Tonge	Reigate & Banstead Borough Council
Cllr James Durrant	Reigate & Banstead Borough Council
Rachel O'Reilly	Mole Valley District Council
Cllr Chris Townsend	Mole Valley District Council
Yvonne Rees	Mole Valley District Council
Gordon Falconer	Surrey County Council
Cllr Kay Hammond	Surrey County Council
Cllr Tim Hall	Surrey County Council
Cllr Nick Skellett	Surrey County Council
Cllr Michael Sydney	Surrey County Council
Supt Dave Leeney	Surrey Police
Insp Angie Austin	Surrey Police
Stuart de Fraine Ford	Surrey Fire & Rescue Service
Jonathan Perrott	Surrey Downs CCG
Glynis Gatenby	Circle Mole Valley Housing
Helen Harrison	Public Health
Sarah Haywood	Office of PCC
Paul Jones	Surrey & Sussex Probation Trust
Joe McGilligan	East Surrey CCG
Amy Cheswick	Raven Housing Trust