

# Terms of Reference

Annex 1

Last updated: March 2014

## 1. Introduction

The Crime and Disorder regulations (2007) require the formation of a county strategy group made up of the responsible authorities in a county area. This group have responsibility for the development of a community safety agreement and strategy with the aim of reducing re-offending and crime and disorder, and for combating substance misuse.

## 2. Purpose of the board

The board will develop strategies and oversee plans that aim to increase the sense of safety of the people of Surrey.

The board will work collaboratively with other county boards to ensure effective strategic join up and the development of joint strategies where appropriate.

The 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 community safety strategy will provide Surrey agencies working in the fields of community safety with clear and consistent direction to improve outcomes in the agreed priority areas.

## 3. Aims of the board

Through public consultation, the strategic assessment and environmental scanning, identify strategic priorities impacting on the safety of Surrey's communities.

Oversee strategies aimed at making demonstrable improvements to these priority areas and where possible identify opportunities to work across organisational boundaries.

Provide direction at both a county and borough level by commissioning and funding (where appropriate) projects, services or activities aimed at targeting the agreed priority areas.

Oversee the delivery and impact of funded programmes of work, identifying and sharing best practice across the county to support the local delivery of crime and disorder reduction activity.

#### 4. Membership

Director of Public Health	Surrey County Council
Chief Executive	Office of the PCC
Head of Youth Justice	Surrey County Council
Chief Crown Prosecutor	CPS
Deputy Chief Crown Prosecutor	CPS
Head of Crime South East Region	Ministry of Justice
Governor, HMP Highdown	HMPS
Senior Manager, Community Safety	Surrey County Council
Surrey and Sussex Cluster Manager	HMCS
Strategic Director, Adult Social Care	Surrey County Council
Chief Constable	Surrey Police
Chief Fire Officer	Surrey Fire and Rescue Service
Director, Surrey Local Delivery Unit	Surrey and Sussex Probation Trust
Strategic Director, Customers and Communities	Surrey County Council
Chief Superintendent, Neighbourhoods	Surrey Police
Chief Executive	Northern cluster representative
Chief Executive	Western cluster representative
Chief Executive	Eastern cluster representative
Strategic Director Children, Schools and Families	Surrey County Council
Lead Member, Community Safety	Surrey County Council
Lead Member, Community Safety	Eastern cluster
Lead Member, Community Safety	Western cluster
Lead Member, Community Safety	Northern cluster
Police and Crime Commissioner	Office of the PCC
Representative from Health and Wellbeing	

#### 5. Meetings and administration

The board will meet quarterly following an agreed calendar of meetings.

The board may also hold additional development sessions and workshops as necessary to further develop its role and partnership arrangements.

The meetings will be held at venues across Surrey as agreed by the board.

Agenda items will be requested a month/20 working days in advance of the meeting.

The Chair will approve the agenda and commission reports three weeks in advance.

Meeting papers will be circulated 10 days in advance of the meeting to a widened distribution list to enable engagement with CSPs and local feedback.

An action note will be distributed within 5 days of the meeting taking place.

#### 6. Chairing

Elections of Chair and Vice-Chair will take place every two years from December 2013.

The current elected Chair is the Police and Crime Commissioner for Surrey; the elected Vice-Chair is the Surrey County Council Cabinet Associate for Fire and Police Services.

## 7. Attendance and substitutions

Each member of the board will provide the details of one named substitute authorised by their organisation to attend board meetings in the event of their absence. A list of the substitute members will be agreed by the board and maintained as part of the administration of the body. Substitutes should be at the same level or position of responsibility as the statutory member.

Board members will inform the board, via the committee manager, in advance if they are unable to attend a full board meeting and will make arrangements to ensure their named substitute attends and is provided with the support necessary to contribute to the meeting.

Board members who feel that their position on a number of boards may cause a conflict of interests should raise their concerns to the Chair.

This page is intentionally left blank