



Spelthorne Stronger Safer Partnership Board **Terms of Reference**

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1. Introduction

1.1 Every Council in England and Wales has a duty under the Crime & Disorder Act 1998 to establish in partnership with other key agencies a Community Safety Partnership (CSP). In Spelthorne the CSP is known as the Spelthorne Safer Stronger Partnership.

1.2 Partnership working to reduce crime, disorder and anti-social behaviour is important because tackling crime cannot simply be a matter for the police; it is for key agencies, organisations and most importantly communities working together to make a positive difference.

2. Membership

2.1 Some partners have a statutory duty to deliver on the Crime & Disorder Act 1998 and these are:

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- Surrey Police
- Surrey Police Authority
- Spelthorne Borough Council
- Surrey County Council
- Surrey Fire Authority
- North-West Surrey Clinical Commissioning Group
- Surrey & Sussex Probation Service

2.2 The SSSP Board holds responsibility for ensuring the delivery of the 3 year Community Safety Strategy; it includes a range of agencies and organisations in addition to the statutory partners. Full membership of the Board consists of:

- (a) The Borough Council's Chief Executive
- (b) The Borough Council's Community Safety Manager
- (c) The Surrey Police Chief Superintendent, as Divisional Commander
- (d) The Surrey Police Neighbourhood Superintendent and/or Police Neighbourhood Inspector
- (e) Spelthorne Police & Crime Commissioner Panel Representative
- (f) The Surrey Fire and Rescue Service Borough Manager
- (g) North-West Surrey Clinical Commissioning Group
- (h) The Surrey & Sussex Probation Service Manager
- (i) The Borough Council's Cabinet Member for Community Safety
- (j) The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee
- (k) The Surrey County Council Community Partnership and Committee Officer, Spelthorne
- (l) A2 Dominion Housing Association

Other Officers and representatives of Partners Agencies may attend as and when appropriate.

The Spelthorne Borough Council elected member with responsibility for community safety must be a member of the SSSP Board.

2.3 The SSSP can appoint such other sub-groups or action groups as it decides to determine some particular aspect of its work after considering a report on the matter. It may delegate authority for action to such sub-groups but in any event they must report back to the full SSSP on all aspects of their work.

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2.4 Each member will be asked to 'sign up' to this partnership agreement that will be documented as acceptance of the terms and conditions of this agreement.

The Senior Community Safety Officer on a 1-1 basis as necessary will address non-compliance by individual agencies. If the matter cannot be resolved in this way the chairman will be asked to intervene.

3. Vision and Objectives

The vision for SSSP is the creation of a safe and stronger borough through the reduction of crime, disorder and anti-social behaviour; engaging and empowering our communities; and improving confidence and providing greater reassurance for all those who live and work in the borough.

Objectives and actions to deliver the vision will be set and reviewed annually.

4. Partnership Plan

The SSSP will produce a three year plan to tackle the priorities identified in the Strategic Assessment. This plan will be prepared by the Senior Community Safety Officer for ratification by the SSSP and council and will be revised annually.

The Partnership Plan will outline how each of the partners will support the delivery of the priorities including the resources that will be needed.

The Partnership Plan will contain information on how the partner's performance will be measured and reported back to the wider community. A summary of the Plan will be produced and will be made available on the partnership web site.

The delivery of the Partnership Plan will be managed by SSSP Board members.

5. Meetings

Each of the representatives of the statutory partner agencies identified in paragraph 2.2 is expected to attend the Partnership Board meetings. If through unavoidable circumstances they are unable to attend they will identify an alternative representative and that this person is of an appropriate level to allow them to make decisions and respond on behalf of their organisation.

The partnership agreement will act as the constitution for the Spelthorne Safer Stronger Partnership.

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6. Appointment of a Chair and Vice Chair and Responsibilities

6.1 The SSSP will appoint a Chair (and a Vice Chair to act as deputy). They should have the necessary skills and knowledge to ensure the following aspects are delivered. The key functions of the Chair (and Vice Chair) will be to ensure that:

- The SSSP Board reaches clear decisions.
- Each member of the SSSP has clear responsibilities in relation to the delivery of the Partnership Plan.
- There are clear lines of accountability within the SSSP and back to individual partner agencies.
- The SSSP actively manages performance, understands current performance, sets robust delivery targets and monitors and evaluates results.
- The SSSP engages appropriately with the community, for example, communicating its activities and decisions in an accessible manner.

6.2 The Chair (and Vice Chair) shall be elected for three years, i.e. the proposed period of the Community Safety Action Plan and will act as the lead spokes people for the Partnership. It is the agency that is elected to the Chair or Vice Chair and not the person; so if there is a change in post, the replacement will be automatically appointed to the position on the Board that their predecessor held.

6.3 Subject to 6.2 above, should the Chair vacate the position outside of the elected period the Vice Chair will be offered the position in the first instance. If they choose not to accept this position s/he can still remain as the Vice Chair for the remainder of their term if they wish. In this instance the SSSP would be required to elect a replacement from the current membership. Anyone (including the Vice Chair) taking the Chair's role under these circumstances will stay in the position for the remainder of the vacating Chair's term only.

6.4 Subject to 6.2 above, should the Vice Chair vacate his/her position outside of the elected period the SSSP would be required to elect a replacement from the current membership. Anyone taking this position will remain in the position for the remainder of the vacating Vice Chair's term only.

6.5 If a member of the CSP decides to give a 'vote of no confidence' about either the Chair or the Vice Chair they must formally request that the Community Safety Manager puts forward a motion to undertake a secret ballot of the SSSP. The majority outcome being the deciding factor in the matter and the decision will be recorded within the minutes of the appropriate meeting. Should a 'vote of no confidence' go through about either the Chair or the Vice Chair, they will be asked to step down immediately and a replacement duly elected in accordance with the above. It will be at the discretion of the SSSP during the ballot whether the person being asked to step down is invited to remain as a SSSP member.

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7. Decision Making Procedures

The SSSP as the management group will adhere to the following decision making process:

- All issues requiring a decision by the SSSP will be itemised as agenda items at the first available meeting.
- Each representative will, in the event of a vote, have one vote each. Decisions on funding that require a vote shall be the preserve of the statutory partners, see 2.1.
- The Chairperson of the SSSP has the deciding vote in the event of a tie.
- For voting purposes at least 4 of the 'responsible authorities' (statutory partners) must be represented at the meeting.
- For a motion to be carried there is requirement that 50%+ of those present agree with the motion proposed.
- All decisions will be recorded in the minutes of the meeting. A summary of the meeting will also be published on the council web site for public information.

8. Resources

Resources will be identified on an annual basis and will be allocated as a result of the priorities identified by the annual Strategic Assessments.

Each year the SSSP Board will undertake a risk assessment of the capacity of the Partnership to deliver the agreed priorities. Part of this assessment will include identifying how additional resources might be ascertained; for instance, application for growth bids for funding or staffing, or in light of reducing resources how delivery might be continued in other ways, for example, cross borough working and collaboration.

9. Financial Matters

The SSSP manages the funding decision making process on behalf of the partnership and the following applies:

- The SSSP will identify resources to enable them to deliver on the actions identified within the Partnership Plan on an annual basis.
- The Partnership will receive a budget summary report at each meeting.
- The SSSP will identify four representatives from those that make up the 'responsible authorities' membership to approve funding spend. This should always meet the objectives of the action plan.
- All capital assets purchased on behalf of the Partnership will remain the property the Partnership.

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- All capital assets belonging to the Partnership cannot be sold or transferred by any of the individual partners without full agreement of the funding panel of the SSSP.
- The Spelthorne Borough Council Community Safety Officer will be responsible for the Funding audit trail.
- All projects and activities commissioned by the SSSP will be evaluated to ensure that limited resources are spent in the most appropriate way to ensure 'value for money'. Representation will be taken from those agencies which allocate specific funds.

10. Risk Management

The potential for failing to deliver on the Partnership Plan is increased if the Board does not manage the following risks:

- Lack of sufficient partnership funding support.
- Failure to retain partnership posts.
- Liability in relation to the data protection legislation.
- Lack of partnership commitment.
- Failure to meet the equality and diversity obligations.

The above risks will be reviewed as part of an annual health-check of this Partnership Agreement.

11. Monitoring and Evaluating Performance

The Partnership Board will routinely monitor its performance against its Partnership Plan in the following ways:

- A standardised template based on the agreed priority actions will be developed and reported upon quarterly.
- IQuanta and Police Performance management systems will be used to update the SSSP as to performance over time and against peers.
- Performance will be a standing item at each SSSP meeting.

12. Information Sharing Protocol

The SSSP is signed up to the Surrey wide information sharing protocol.

13. Complaints

Any partner, organisation or community representative wishing to make a complaint about the work of the Partnership or a decision made on behalf of the Partnership should, in the first instance, put forward their complaint in writing to the Community Safety Manager at Spelthorne Borough Council. If

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the matter cannot be resolved at this stage, the Community Safety Manager will refer it onto the Chairperson of the SSSP for appropriate action.

14. Review

Annual Assessments of the Partnership Plan will be undertaken every year in the form of a Strategic Assessment to help identify the key crime and disorder priorities for the year.

The Strategic Assessment will be used to compile the Partnership Plan and identify the priorities that need to be referred to the County Strategy Group. It will include an assessment on the extent to which the previous year's work was implemented.

Annually the SSSP will conduct a 'health check' in relation to the make-up of the partnership and the content of this Agreement. This will provide an insight into the strengths & weaknesses of the Partnership and its ability to deliver on the Plan.

15. Signatures

This Agreement must be signed by each member of the SSSP as a representative of their own organisation/service.

As the signatory representing my organisation I agree to abide by the terms and conditions within this Partnership Agreement:

(a) Organisation: Chief Executive of Spelthorne Borough Council

Position:

Print Name:

Signed:

Date:

(b) Organisation: Spelthorne Borough Council Community Safety Manager

Position:

Print Name:

Signed:

Date:

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(c) Organisation: The Surrey Police Chief Superintendent, as Divisional
Commander

Position: _____

Print Name: _____

Signed: _____

Date: _____

(d) Organisation: The Police Neighbourhood Superintendent and/or Police
Neighbourhood Inspector

Position: _____

Print Name: _____

Signed: _____

Date: _____

(e) Organisation: Surrey Police & Crime Commissioner Panel
Representative

Position: _____

Print Name: _____

Signed: _____

Date: _____

(f) Organisation: Surrey Fire & Rescue Service

Position: _____

Print Name: _____

Signed: _____

Date: _____

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(g) Organisation: North-West Surrey Clinical Commissioning Group

Position:

Print Name:

Signed:

Date:

(h) Organisation: Surrey & Sussex Probation Service

Position:

Print Name:

Signed:

Date:

(i) Organisation: The Borough Council's Cabinet Member for Community Safety

Position:

Print Name:

Signed:

Date:

(j) Organisation: The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee

Position:

Print Name:

Signed:

Date:

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(k) Organisation: Surrey County Council Community Partnership and
Committee Officer, Spelthorne

Position: _____

Print Name: _____

Signed: _____

Date: _____

(l) Organisation: A2 Dominion Housing Association

Position: _____

Print Name: _____

Signed: _____

Date: _____

16. Contact details

For further information on the Spelthorne Safer Stronger Partnership please contact the Community Safety Manager, Spelthorne Borough Council, Knowle Green, Staines-upon-Thames TW18 1XB. Tel: 01784 444224.