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Surrey Community Safety Board Terms of Reference

Agreed: March 2017
Review: March 2018

1. Role

The role of the Surrey Community Safety Board (CSB) is to provide strategic leadership and direction to tackle crime and disorder across the county. The remit of the Board also meets the statutory duty, under the Crime and Disorder Act 1998, for a county strategy group to deliver a county Community Safety Agreement (this remit is fulfilled by the Joint Strategic Needs Assessment) and co-ordinate county-wide activity on common themes.

2. Purpose of the Board

The Board will develop strategies and oversee plans that aim to make the residents of Surrey feel safer. 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, and the community safety chapter of the Joint Strategic Needs Assessment (JSNA). This 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. Terms of Reference

The Board commits to undertake the following:

- prepare a JSNA, based on the county and district strategic intelligence assessments. The JSNA will identify priorities to reduce crime, disorder and substance misuse and the co-ordination arrangements for effective delivery by partners;
- promote effective information sharing in line with section 115 of the Crime and Disorder Act 1998;
- ensure an evidence-led, problem solving approach through the sharing of intelligence, data, research and information to improve outcomes;
- monitor performance in relation to priorities identified in the strategy / JSNA, and to develop plans to tackle any under-performance or emerging areas of concern;
- promote improved co-ordination between partners and partnerships and to consider what resources might be shared more effectively, including the development of pooled budgets, where appropriate;
- identify and develop links and, where appropriate, delegate areas of work to relevant expert groups, local delivery groups and district and borough partnerships;

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- share best practice and experience between partner agencies within the county

4. Membership

The following procedure will apply to membership and attendance at the CSB:

- the Chair of the CSB will be appointed by the CSB membership for a two year period. The Chair can be changed if that individual is removed from membership of the board by their nominating authority;
- the Vice-Chair will be appointed by the CSB membership for a two year period. The Vice-Chair can be changed if that individual is removed from membership of the board by their nominating authority;
- members of the CSB should be of sufficient seniority within their organisation/sector to make decisions and commit resources where required;
- wherever possible, there should be a continuity of representation. In exceptional circumstances organisations may send a substitute

Title	Organisation
Police and Crime Commissioner	Office of the PCC
Chief Executive	Office of the PCC
Chief Constable	Surrey Police
Chief Superintendent, Neighbourhoods	Surrey Police
Lead Member, Community Safety	Eastern cluster elected Member
Lead Member, Community Safety	Western cluster elected Member
Lead Member, Community Safety	Northern cluster elected Member
Chief Executive	Northern cluster local authority representative
Chief Executive	Western cluster local authority representative
Chief Executive	Eastern cluster local authority representative
Lead Member, Community Safety	Surrey County Council
Director of Adult Social Care and Public Health	Surrey County Council
Strategic Director Children, Schools and Families	Surrey County Council
Head of Early Help	Surrey County Council
Head of Service, Community Safety	Surrey County Council
Chief Fire Officer	Surrey Fire and Rescue Service
Chief Crown Prosecutor	Crown Prosecution Service
Director of Interventions	Kent, Surrey and Sussex Community Rehabilitation Company
Director, Surrey Local Delivery Unit	National Probation Trust
Governor, HMP Highdown	HM Prison Service
Justices' Clerk for Surrey and Sussex	HM Court Service
Mental Health Commissioning	North East Hampshire and Farnham Clinical Commissioning Group
Head of Surrey Housing Officers Group	Guildford Borough Council

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5. Roles and Responsibilities of Members

The individual partner organisation roles and responsibilities in relation to the CSB are to:

- reflect the views of the organisation or area that they represent in meetings, being sufficiently briefed and able to make decisions about future policy developments / service delivery;
- ensure that there are communication mechanisms in place within the organisation or area that they represent to enable information about the priorities and decisions of the board to be disseminated;
- feed in information about issues, needs and priorities in the development of the JSNA;
- consult about the work of the CSB, where appropriate;
- act on what the CSB has agreed;
- influence any consequent changes to policy development/service delivery in their own organisation and sector;
- influence the alignment of mainstream budgets within their own organisation / sector to key priorities

To support joint working with other partnership boards, the CSB has also nominated six 'Board Champions' who are members of both the CSB and another of the partnership boards. The Champion's role is to make sure the CSB's priorities, and the progress it has made delivering actions, are represented at the Champion's other board to influence planning and decision making. Likewise, the Champion is expected to feedback on the priorities and actions from the other partnership board to the CSB to influence our planning and decision making.

Strategic Partnership Board	Nominated Champion
Children and Young People's Partnership	Surrey Police (Gavin Stephens)
Health and Wellbeing Board	Public Health (Helen Atkinson)
Local Criminal Justice Partnership	Office of the Police and Crime Commissioner
Safeguarding Adults Board	Surrey County Council (Jane Last)
Safeguarding Children's Board	Tandridge Chief Executive (Louise Round)
Youth Justice Board	Surrey County Council (Ben Byrne)

An informal working group of officers will support the delivery of the CSB by developing the Forward Plan and shaping future agendas. This group will also ensure actions are followed through, and strengthen the links with the sub-groups to pick up key points and themes for detailed review.

This working group consists of a representative each from Surrey County Council, the Office of the Police and crime Commissioner, and two representatives from Community Safety Partnerships (CSPs).

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6. Structure of meetings

Frequency

- the CSB shall meet quarterly;
- an annual schedule of meetings will be agreed;
- additional meetings may be convened with the agreement of the Chair;
- the board may also hold additional development sessions and workshops as necessary to further develop its role and partnership arrangements

Voting

- wherever possible, decisions will be reached by consensus;
- in exceptional circumstances, and where decisions cannot be reached by a consensus of opinion, voting will take place and decisions agreed by a simple majority;
- where there are equal votes the Chair of the meeting will have the casting vote

Quorum

- a quorum of five will apply

Declaration of Interests

- any personal or prejudicial interests held by members should be declared on any item of business at a meeting

Papers

- 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 five days of the meeting taking place