

SPELTHORNE JOINT COMMITTEE: 15 JULY 2019

Item 14 Representation on Joint Committee Partnerships, External Bodies and Task Groups 2019-20

ANNEX 2

SPELTHORNE STRONGER SAFER PARTNERSHIP BOARD **(Community Safety Partnership)**

Terms of Reference

1. Introduction
2. Membership
3. Vision and objectives
4. Partnership Plan
5. Meetings
6. Appointment of a Chair and Vice Chair
7. Decision making procedures
8. Resources
9. Financial matters
10. Risk Management
11. Monitoring and evaluating performance
12. Information sharing protocol
13. Complaints
14. Review
15. Signatories
16. Contact details

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 (SSSP).

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:

- 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 Neighbourhood Superintendent and/or Police Neighbourhood Inspector
- (d) Spelthorne Police & Crime Commissioner Panel Representative
- (e) The Surrey Fire and Rescue Service Borough Manager
- (f) North-West Surrey Clinical Commissioning Group
- (g) The Surrey & Sussex Probation Service Manager
- (h) The Borough Council's Cabinet Member for Community Safety
- (i) The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee
- (j) The Surrey County Council Community Safety Officer - Spelthorne
- (k) 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.

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 Community Safety Manager 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 rolling plan to tackle the priorities identified in the Strategic Assessment. This plan will be prepared by the Community Safety Manager 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 partners' 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.

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.

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.

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.
- 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 Manager 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 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: _____

(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:

(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: _____

(k) Organisation: Surrey County Council Community Safety 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.

SPELTHORNE HEALTH AND WELLBEING STRATEGIC GROUP

Membership, Terms of Reference and Operating Arrangements

1. PURPOSE

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne. The group will report to the Joint Committee of Spelthorne Borough Council and Surrey County Council.

2. MEMBERSHIP

- (a) Spelthorne Borough Council including the Portfolio Holder and Group Head for Community Wellbeing, and representatives from Leisure Services, Community Development and Independent Living.
- (b) Surrey County Council representatives including a local councillor and representatives from Adult Social Care and Children's Services.
- (c) A public health representative from Surrey County Council.
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for carers, children with disabilities, mental health, older people, adults with physical and sensory disabilities, and adults with learning disabilities – Appendix 1).
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

3. TERMS OF REFERENCE

The responsibilities of the Health and Wellbeing Strategic Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will report to the Spelthorne Joint Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To oversee the Spelthorne Health & Wellbeing Networking Group.

(d) To consider any issues raised by the Spelthorne Health & Wellbeing Networking Group and to determine what needs to be done to resolve these issues.

(e) To provide an opportunity for the sharing of relevant information between agencies.

(f) To link to other local, partnership groups as appropriate e.g. the Youth Task Group.

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

4. OPERATING PROCEDURES

(a) Support

Administrative support will be carried out by Spelthorne Borough Council.

(b) Chairman

The Chairman will be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the portfolio holder for Community Wellbeing. If this is not possible, the Chairman will rotate on an annual basis between the representatives from Surrey County Council, North West Surrey Clinical Commissioning Group and Spelthorne Borough Council. The Chairman will be responsible for reporting to the Spelthorne Joint Committee.

The Chairman will be supported by a Vice-Chairman and Co-ordinator; ideally they should be from a different partner organisation. Together they will be responsible for the operation of the theme group, its delivery of the action plan and reporting on progress to the Spelthorne Joint Committee.

(c) Frequency of meetings

The Health and Wellbeing Strategic Group shall meet at least quarterly.

(d) Reporting to the community

The Group will feed back to the networking group on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

(e) Decision making

The Group will seek to operate by consensus.

5. LIFETIME OF THE GROUP

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

APPENDIX 1

Roles of Forums and Groups in Spelthorne Health & Wellbeing Strategic Group

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Health and Wellbeing Network Group.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Health and Wellbeing Network Group, as appropriate.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chairmen.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Health and Wellbeing Networking Group.
10. To receive feedback from and report to Spelthorne Health and Wellbeing Networking Group via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

APPENDIX 2

Spelthorne Health & Wellbeing Strategic Group Equalities Statement

Spelthorne Health and Wellbeing Strategic Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Health and Wellbeing Strategic Group is committed to:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.

EARLY HELP ADVISORY BOARD

Terms of Reference

These terms of reference are intended to provide some direction for Local Early Help Advisory Boards recognising they will evolve in slightly different ways but with a core defined purpose. These terms of reference are currently draft and will be agreed by the end of July, following initial meetings of Local Early Help Advisory Boards.

Scope

The scope of the Local Early Help Advisory Board is the local implementation of the early help delivery model.

Purpose

To bring together a partnership in each borough or district invested in developing a coherent local early help offer and manage the successful delivery of this offer. By coming together the partners will hold a collective responsibility for decisions and support the successful delivery of this offer.

Key responsibilities

- Have strategic oversight of the co-ordination and effectiveness of the local early help offer.
- Provide support and challenge to the development of the local early help offer
- Support the development of a joined up local plan which prioritises early help needs and outcomes
- Work collectively with local operational networks to implement a local plan
- Maintain an oversight of the development and effectiveness of the Local Family Partnership
- Support the development of local early help commissioning plans and participate in commissioning processes to deliver a local joined up early help offer

- Work locally to identify gaps in provision regarding early help and to identify and mitigate against risks
- Support the practitioners' networks including co-ordinating training and development opportunities in accordance with local need
- Help capture the voice of families, children and young people
- Communicate with key local stakeholders outside of the meeting to raise awareness of the local early help offer and developments.
- Update the Early Help Transformation Programme Delivery Group via the Strategic Leads for Young People and Families, escalating any risks as required.
- Provide an annual report to the local or joint committee on early help.

Chair

Each Local Early Help Advisory Board will appoint an appropriate chair from their membership.

Ways of working

- Meeting agendas will be agreed by the Chair and the Families Service Manager
- Agendas will be circulated to members of the Local Early Help Advisory Board prior to the meeting
- If it is not possible for a member to attend, they should nominate a substitute representative to attend with delegated authority to make decisions on behalf of their organisation.
- Minutes of this meeting will be kept by the Families Service Manager and agreed by members of the group
- Members will provide updates to the board on actions and key developments in their area

Frequency of Meetings and Venues

Meetings will be held at least quarterly at suitable venues across the borough or district.

Meeting Membership

The membership of boards will vary across boroughs and districts, however there are some core principles for the membership of each board:

- Membership should be as local as possible and key local partners should be represented to ensure they can be consulted with and are involved in making decisions.
- Members need to be able to represent the broad views of the key delivery groups and be able to speak on their behalf about good practice and local need.
- Members need to impact on the establishment and delivery of early help rather than measure accountability
- With any Surrey County Council representation it should be considered whether they are required as a core member or if discussions could take place outside of the meeting (e.g. Families Service representation should be limited to the borough Families Service Manager)
- There should not be more than 15 members to allow for effective discussion and decision making

Representation should consider:

- Borough or district council
- Secondary education
- Primary education

- Children's Centre
- Two elected representatives from the local/joint committee
- Police
- Health
- Job Centre Plus
- Housing
- Voluntary, Community, Faith Sector
- Young people
- Parent groups

This should not be seen as exhaustive