



Terms of Reference

Background

In March 2020 the then Community Safety Board merged with the Health and Wellbeing Board. The overriding aim of the merger was to create a whole systems approach and develop a sense of shared priorities through collaborative working.

The scoping work prior to the merger recognised the statutory responsibilities of the partners and associated boards but was also mindful of the 2018 Policing, Health and Social Care Consensus that set health, social care and police partners a challenge of considering how we work together and to move beyond a single service response to prevention and commissioning. In March 2020 all agreed the merger created an exciting opportunity.

The Consensus lay the foundation for the Community Safety Agreement which followed the merger, and which set the partnership's aspirations. The Agreement set out how the HWBB would strive to work together to use our shared capabilities and resource to enhance the response to the lives of those with the most complex needs. How as a partnership we would become better at identifying and supporting vulnerable people, making every contact count. And finally, how we would look to improve our support to victims of crime and anti-social behaviour, making sure that we fully consider harm, and risk when we are commissioning and delivering support and preventative services.

Purpose

The Surrey Community Safety Assembly supports the ambitions to bring Community Safety and Health and Social Care together by providing a forum for community safety colleagues in which to provide strategic leadership and direction by co-designing the strategic objectives for Surrey which will underpin the Health and Wellbeing Board's Priority Three – Supporting people to reach their potential by addressing the wider determinants of health

The Assembly will be responsible overseeing the development on behalf of the Health and Wellbeing Board of the Surrey Community Safety Agreement that takes into account a joint needs assessment, the Police and Crime plan, the Health and Wellbeing Board's 10 year Strategy and the 11 individual plans for the Community Safety Partnerships in Surrey.

The remit of the Board also support the Health and Wellbeing Board meet its statutory duty, under the Crime and Disorder Act 1998, for a county strategy group to deliver a county Community Safety Agreement and co-ordinate county-wide activity on common themes.

Aims

To provide a forum for community safety partners to work together to use our shared capabilities and resources to enhance the response community concerns for safety and ensure we identify and support those more at risk of harm.

Objectives

The objectives of the Assembly are to –

- Enable the development of shared priorities across community safety, criminal justice and health and social care through the Community Safety Agreement
- Meet the statutory duty to cooperate across community safety partners
- Share data and trends to enable a collective response to countywide and local threats
- Create opportunities to explore co-commissioning and project delivery
- Provide a forum to respond to the Health and Wellbeing Board’s forward plan and implementation plans
- Create a space for community safety partners to share best practise and areas of challenge
- Create a more cohesive approach to community safety

Membership

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

- Taking a convening role, the Police and Crime Commissioner will be Chair of the Community Safety Assembly
- Members of the Assembly 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
- The minimum membership should reflect the Statutory Authorities as specified under the Crime and Disorder Act 1998 (as amended)
 - Office of the Police and Crime Commissioner
 - Surrey Police
 - Surrey Fire and Rescue
 - District and Boroughs
 - Surrey County Council
 - Integrated Care Partnerships
 - NHS Surrey
 - Surrey and Borders Trust
 - Probation
- In addition, the membership will include
 - Housing providers
 - Community Safety Partnership representatives
 - Voluntary sector representative(s)
 - User voice representatives where required

Subject leads as well as data specialists will also be invited to provide updates on key lines of work.

Relationship with other Strategic Boards

The Assembly will make ensure there is representation from the Community Safety Partnership to ensure there is an information flow between the Health and Wellbeing Board, the Assembly and the Community Safety Partnerships.



When required the Chair will ensure there is representation from Surrey's strategic partnerships, such as the Adult's Safeguarding Board, the Criminal Justice Board or the Local Resilience Forum for the purpose of supporting the Assembly deliver against the Community Safety Agreement and the implementation plans on behalf of the Health and Wellbeing Board.

Structure of the meeting

Frequency

- the Assembly shall meet twice a year
- an annual schedule of meetings will be agreed.
- additional meetings may be convened with the agreement of the Chair.
- the Assembly 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

Roles and Responsibilities

The individual partner organisation roles and responsibilities in relation to the Assembly 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 Assembly to be disseminated.
- feed in information about issues, needs and priorities in the development of the need assessment.
- consult about the work of the assembly, where appropriate .
- act on what the Assembly has agreed.
- influence any consequent changes to policy development/service delivery in their own organisation and sector.

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