

Annex 4: Updated LGA Action Plan

	Recommendation	Proposed Action	Agreed Action
3.1	Address the deficit in democratic accountability by ensuring the partnership structure provides both councillors and officers with an appropriate forum for decision making and delivery – either through a joint officer and councillor board similar to the Health and Wellbeing Board or a formal link to the portfolio holders’ forum.	<ul style="list-style-type: none"> • A newly constituted CPSB membership will include the lead or cabinet Members from the county council and three from the districts and boroughs, the PCC, senior officers from the key partners (police, county council [Children, Schools and Families, Adult Social Care, and Customers and Communities], Probation Trust, health, fire, Prison Service, Criminal Justice and three chief executives from the districts and boroughs). • The first meeting of the new Board will elect a chair and vice chair. • Officers are requested to liaise with the Health and Wellbeing Board to explore future links and return with recommendations for both Boards to consider. 	<p>As proposed.</p> <p>SCSU will write to the membership of the new Board by the 4th November to advise them of the date and time of the next meeting.</p> <p>Mailing lists will be updated to include the communication of the agenda and papers to wider community safety colleagues.</p> <p>SCSU will explore links with the Health and Wellbeing Board.</p>
3.2	Officer representatives should be of a suitable level to be able to commit resources to activity	Terms of reference will stipulate that substitutions to attendance will only take place with a nominated colleague at an equivalent level of seniority.	<p>The draft Terms of Reference were agreed with some minor changes, and will be reviewed in June 2014.</p> <p>SCSU will request the names of nominated substitutes from Board members by the 4th November.</p> <p>IOM representatives will be included in the membership list for the Board.</p> <p>Chief Superintendent Neighbourhoods will not be required to attend as the Chief Constable will be the representative for Surrey Police.</p>

3.3	The Surrey County Council portfolio holder and director should be asked to review democratic accountability to the CPSB, and provide guidance to avoid potential conflict of interest where councillors are members of more than one group, forum or authority.	Terms of reference will include a recommendation that Board members consider any potential conflicts of interest and refer this to the chair where necessary.	As proposed. This will be a standing item on the agenda.
3.4	The police and crime mandate on which the PCC was elected requires his representation on the CPSB. This is to enable the coordinated delivery of shared priorities.	The PCC will be invited to be a member of the CPSB	As proposed. The PCC will be invited to attend the next Board meeting in December.
3.5	Ensure the Director of Public Health and senior representatives from Adult and Children's Social Care are members of the board and can see the value of their participation.	The Director of Public Health and senior representatives from Adult and Children's Social Care are invited to be members of the CPSB (see 3.1)	Representation by SCC corporate leadership team is still to be agreed. There will be an update at the December meeting.
3.6	The Board will ensure that CSPs have the opportunity to feed information to the Board, influence the agenda and share examples of best practice in delivering against the priorities.	<p>A timeline will be drawn up that enables the recommendation to be satisfied. For example:</p> <ul style="list-style-type: none"> • Four meetings a year of the Board • Call for agenda item a month/20 working days in advance of the meeting • Chair agrees agenda and reports commissioned three weeks in advance • Meeting papers circulated 10 days in advance • Action note will be distributed within 5 days of the meeting taking place. <p>The distribution list will be widened to enable CSP communication, engagement and local feedback.</p>	<p>As proposed. SCSU will coordinate the timetable for future meetings and will start by setting dates for meetings in 2014.</p> <p>Distribution lists for Board members will be reviewed, as will the wider distribution of the agenda and papers.</p>

3.7	There should be an annual PCC-led conference, where CSPs showcase examples of work that have been successful with the aim of sharing learning and best practice.	An annual conference as described will be planned in conjunction with CSP chairs to ensure the event meets local requirements. Existing avenues will continue to be used for sharing best practice on a routine basis.	As proposed. To be coordinated by the OPCC
3.8	Partners and the PCC will need to demonstrate the impact of their crime and disorder reduction activity and the difference they are making. Added value can be gained through the joint commissioning by partners and the PCC of services and activities.	The Strategic Assessment and Peoples Priorities will inform the direction of the activity required. Projects, services or activities commissioned and funded by the board will have their outcomes and impact reviewed by the Board. An annual review of investment and outcome coupled with a review of the Community Safety Plan will ensure a collective understanding of performance and that new trends or legislative changes are incorporated and responded to.	As proposed. The Strategic Assessment will identify outcomes for nominated priorities for agreement in December. These outcomes will form part of the ongoing cycle of business planning and review of CSP delivery undertaken by the Board. SCSU and OPCC to coordinate.
3.9	Investment in the development of the CIAG and JAG processes and structures will enhance local delivery and improved accountability.	SCSU will continue to support CSPs. The development of SafetyNet as a method for joint problem solving and sharing best practice will be encouraged. This will be supported by training and underpinned by the forthcoming changes to the ASB requirements for CSPs.	As proposed. SCSU will facilitate a working group of borough and district representatives to progress this action. The aim is to provide support to CSPs, share best practice, and make best use of limited and reducing resources in a changing landscape.
3.10	Surrey CSU should facilitate improvement for the CSPs and help them to realise their potential.	SCSU will offer a service to local areas, for example providing support or advice on local activities, detailed analytical support, and facilitating a problem solving workshop. When necessary external expert advice will be sought to ensure SCSU and CSPs are aware of national developments and best practice.	As proposed. SCSU will write to CSPs to outline the offer of supported working.
3.11	Develop a formal link between CIAG and the Supporting Families programme.	Local areas are encouraged to consider any duplications of CIAG, JAG and the Supporting Families agendas and to implement changes to make best use of time and expertise.	This action was revised to broaden and reinforce the Boards intention. Local areas are encouraged to: 1) Consider synergies between CIAG, JAG, Supporting Families, and other agendas, such as Health and Wellbeing, and to implement changes to make best use of time and

			<p>expertise.</p> <p>2) Recognise the changing landscape for delivery of community safety. Partnerships are asked to consider how services might be reengineered to reflect resource changes and collaborative working</p>
3.12	Surrey County Council should be approached to offer commissioning and procurement support to the OPCC and develop opportunities for joint commissioning.	Conversations will take place between the OPCC and SCC to identify the level of resource and support required.	As proposed. SCSU to coordinate with OPCC
3.13	The borough and district community safety scrutiny committees and the county councils Communities Select Committee scrutiny function should be made best use of to oversee an improvement in community safety performance.	<p>County, borough and district councils will be asked to consider the regularity and effectiveness of their scrutiny functions.</p> <p>In conjunction with recommendation 3.8, the CPSB Members will have increased oversight of the outcomes of the work of the CSPs and the impact of their work against the county-wide priority areas.</p>	<p>As proposed. It was recognised that there was a blurring of the scrutiny structures in Surrey, and this action was intended to improve scrutiny function by supporting colleagues in understanding their roles and responsibilities.</p> <p>This action is the responsibility of all community safety colleagues. SCSU will report back the outcome of the county scrutiny committee at the December meeting for further discussion and agreement on how the Board will progress this action.</p>