

**SOUTH LAKELAND
COMMUNITY
SAFETY
PARTNERSHIP**



**CONSTITUTION
AND
TERMS OF REFERENCE**

NOVEMBER 2010

CONTENTS

INTRODUCTION

| | | |
|----|----------------|--------|
| 1. | Vision | Page 3 |
| 2. | Framework | Page 3 |
| 3. | Structure | Page 3 |
| 4. | Review process | Page 3 |

CONSTITUTION OF PARTNERSHIP

| | | |
|-----|---|--------|
| 1. | Title | Page 4 |
| 2. | Key responsibilities | Page 4 |
| 3. | Executive Group | Page 4 |
| 4. | Membership – Executive Group | Page 5 |
| 5. | New Members | Page 6 |
| 6. | Chair and Vice Chair | Page 6 |
| 7. | Process to elect a Chair and Vice Chair | Page 6 |
| 8. | Voting | Page 7 |
| 9. | Minutes of meetings | Page 7 |
| 10. | Frequency of meetings | Page 7 |
| 11. | Theme Task groups | Page 8 |
| 12. | Funding | Page 8 |
| 13. | Terms of Reference Executive Group | Page 8 |
| 14. | Terms of Reference Theme or Community Task Groups | Page 9 |

INTRODUCTION

1. VISION

The Vision for South Lakeland Community Safety Partnership

By working in partnership, South Lakeland communities will remain safe and reassured, without the fear or threat of crime

2. FRAMEWORK

The Constitution provides the operating framework for the Partnership and the main purpose is to:-

- ❖ Enable effective partnership working between public, private and voluntary sectors to reduce crime and provide reassurance to our communities
- ❖ Encourage partners to make Community Safety a priority and enable a streamlined decision making process that includes ways to reduce substance misuse, anti social behaviour and re-offending
- ❖ Involve communities and residents in all aspects of the partnership process (including decision making and action planning) by establishing community priorities through effective consultation
- ❖ Ensure the decision making process is transparent and open to public scrutiny
- ❖ Provide a means to improve the quality of life for the residents of the South Lakeland

3. STRUCTURE

The Partnership will have a two-tier structure, each with its own remit, terms of reference and responsibilities. The structure will be:-

The South Lakeland Community Safety Partnership – Executive Group

The South Lakeland Community Safety Partnership – Theme or Community Task Groups

4. REVIEW PROCESS

The Partnership will review and monitor the constitution as changes in legislation and local circumstances dictate. It will also undertake a review on an annual basis when the Partnership Plan is refreshed, as part of a rolling programme.

CONSTITUTION OF THE PARTNERSHIP

1. TITLE

The title of this body shall be the South Lakeland Community Safety Partnership (hereinafter referred to as “the Partnership”)

2. KEY RESPONSIBILITIES

1. to direct the work of the Partnership
2. to input to, comment on and produce the Community Safety Strategic Assessment
3. to engage with stakeholders, communities and members of the public on the priority issues to be addressed
4. to develop and produce the rolling 3 year Partnership Plan
5. to monitor the Partnership Plan through the action plans developed by theme task groups
6. to refresh the Partnership Plan annually
7. to agree funding priorities and allocations
8. to comment on any new measures and / or legislation proposed
9. to act as a means of communicating the views of its members, as appropriate
10. to provide a forum for the discussion of matters relating to Community Safety and crime reduction
11. to ensure compliance with the Information Sharing Agreement
12. to ensure the Partnership has the right skills and knowledge to meet statutory requirements
13. to ensure compliance with the statutory requirements set out in the Crime and Disorder Act 1998, the Police and Justice Act 2006 and the Policing and Crime Act 2009

3. EXECUTIVE GROUP

The Executive Group shall be made up of a senior officer from responsible authorities and task group chairs. The Executive Group shall meet and consider the following:

- ❖ Performance management
- ❖ Funding applications (when applicable)
- ❖ Strategic Assessments and Partnership Plans
- ❖ Task group performance and funding updates
- ❖ Updated legislation and best practice
- ❖ Compliance with national standards

The Executive Group may task a working group of statutory partners and task group chairs with a specific piece of work, for example delivery of the Strategic Assessment. Any recommendations made by the working group, also referred to in 12.1, will be presented to the Executive Group for final decisions.

4. MEMBERSHIP – EXECUTIVE GROUP

The Partnership will consist of nominees (and reserve) from each of the following organisations, as listed. * Denotes statutory partners. # Denotes none voting members.

- * South Lakeland District Council (3) (to include Portfolio Holder for Community Safety and Chief Executive or representative)
- * Cumbria County Council (3) (to include Local Committee member representative, South Lakes Area Support Manager, Safer Communities Manager)
- * South Cumbria Police BCU Area (2) (Area Commander, Superintendent (Operations))
- * Cumbria Police Authority (1)
- * NHS Cumbria / Cumbria PCT (2) (Director of Public Health, Public Health Specialist)
- * Cumbria Fire and Rescue Service (1)
- * Cumbria Probation Trust (1)
- Youth Offending Service (1)
- Connexions (1)
- Neighbourhood Watch Association (1)
- Cumbria Association of Local Councils (1)
- # Government Office North West (1)
- Young People representative (1)
- Business representatives to include Cumbria Chamber of Commerce (2)
- Voluntary Sector representative (1)
- Victim Support (1)
- South Lakes Housing (1)
- South Lakeland Magistrates (1)
- Task group chairs (4)

The chairs of the theme task groups shall be nominated from the existing membership.

The clear role of members will be to represent their organisation or community wishes in completing the Strategic Assessment and Partnership Plan and ensuring effective delivery. They should be able to:-

- ❖ commit time to taking an active role in the Partnership
- ❖ commit human and financial resources of the organisation
- ❖ be able to effect changes within their organisation to address problems and barriers to effective delivery

5. NEW MEMBERS

Additional members may be added to the Partnership on agreement and formal resolution of the Partnership.

6. CHAIR & VICE CHAIR

The Partnership shall elect a Chair from within the membership. The Chair shall retain full voting rights as an individual member. The Chair shall serve for a three-year term of office, subject to them being a legitimate member of the Executive and shall be eligible for re-election at the end of the term. The role of the Chair is to:-

- ❖ provide effective and accountable leadership for the Partnership
- ❖ promote the Partnership and its Vision
- ❖ ensure good practice is adopted by the Partnership in the implementation and delivery of the strategic assessment and partnership plan
- ❖ act as the spokesperson for the Partnership in dealings with the press and media or nominate a person to act on his / her behalf
- ❖ represent and speak on behalf of the Partnership at any external meeting, or nominate a person to act on his / her behalf

The Vice-Chairman shall be elected and shall serve for a three-year term of office and shall be eligible for re-election at the end of the term. The main role of the Vice Chair is to represent the Chair, as required and act as an advocate for the Partnership

The Chair and / or Vice Chair can be replaced at any time during the term of office through a vote of no confidence by members of the Executive Group. The Chair and / or Vice Chair can resign at any time during the term of office by means of a formal letter to the CDRP Co-ordinator or responsible authority member.

7. PROCESS TO ELECT A CHAIR & VICE CHAIR

1. Request nominations for Chair and Vice Chair by a specific deadline and circulate to Executive Group prior to a scheduled meeting with agenda papers. All nominees must be a member of

the Executive Group and agree to be nominated. They will be proposed and seconded by other members of the Executive Group

2. Nominees will provide a pen picture of themselves to include why they seek election, for circulation to partners (maximum 1 side of A4 paper)
3. At the meeting, all nominations received will be read out and the members present will be asked if there are any more nominations from the floor
4. Those nominated will be asked to leave the room while the vote takes place
5. Members present at the meeting will vote either by a show of hands or a secret ballot, if the latter is requested from the floor on the day and agreed by those present
6. Those attending the meeting as substitutes are eligible to vote
7. If there are more than 3 nominees, there will be two votes. After the first vote, the person(s) with the least votes will drop out and are then eligible to vote. A second vote will then take place
8. The same process, from stages 2 – 6, to be applied to the election of Vice Chair

8. VOTING

Each member of the Partnership, or nominated substitute, shall have one vote. Decisions will be made by a simple majority. In the case of a tied vote, the chairman shall have the casting vote. None voting members of the Executive are the Government Office of the North West representative and the South Lakeland CSP Co-ordinator.

9. MINUTES OF MEETINGS

Formal minutes will be produced after each Executive Group meeting and be considered at the next meeting of the Partnership and, if agreed as an accurate record, shall be signed by the Chairman.

10. FREQUENCY OF MEETINGS

The Partnership shall meet at least quarterly. The Co-ordinator shall be responsible for convening meetings. A special meeting of the Partnership may be called by the Chair to discuss a specific item only. Members will be made aware of the business to be discussed.

11. THEME TASK GROUPS

The Partnership shall agree the formation of theme task groups, based on the key priorities identified through the Strategic Assessment and consultation process and with consideration of local policing priorities.

12. FUNDING

Direct funding for CDRP projects is provided through the Area Based Grant (ABG), administered by Cumbria County Council. In addition, partners can contribute either financial or human resources to the Partnership, to be used for identified priorities, based on the outcome of the Strategic Assessment and subsequent Partnership Plan. Partnership funding cannot be used to replace mainstream service delivery, but can be used in conjunction with, to add value and make a project happen.

An agreed funding pro-forma, usually completed by service providers or partners, will be used to consider all applications for funding. These will be assessed and reviewed following agreed criteria, and agreement reached to support a potential bid, or not. The final decision on all allocations will rest with the Executive Group, but recommendations can be made by the CDRP chair or task group chairs.

The decision of the Executive Group will be final.

The agreed criteria is shown below and applies to capital and revenue spend:-

- ❖ Bids of less than £2,000 to be agreed by task group chair and CDRP chair, with a recommendation to the Executive Group
- ❖ Bids for more £2,000 to be agreed by all task group members and CDRP chair, with a recommendation to the Executive Group
- ❖ Bids of £5,000 or more to be agreed by CDRP Executive Group

13. TERMS OF REFERENCE OF THE EXECUTIVE GROUP (Full Partnership)

Development of the Strategic Assessment and 3 year rolling Partnership Plan

1. Direct the Partnership Strategic Assessment through a working group of statutory partners and task group chairs. (This group may also be asked to meet on an ad hoc basis at the request of the Executive Group)
2. Identify the priorities and targets for inclusion in a draft Partnership Plan
3. Direct the consultation process and provide any necessary amendments
4. Approve the Partnership Plan

5. Publish a summary of the Partnership Plan
6. Ensure local priorities are included in the county Community Safety Agreement

Performance Management

1. Ensure the Partnership meets any targets placed upon it by the Local Area Agreement and Public Service Agreements, or agreed in the Partnership Plan
2. Monitor the delivery of the Partnership Plan and task group action plans against agreed milestones and targets
3. Authorise reports on progress to the partners and the public through Partnership quarterly meetings
4. Monitor performance against similar CSPs using the Home Office Iquanta performance management tool
5. Monitor funded projects and manage any under performance reported by the task groups

Review & Amendment

1. Refresh the Partnership Plan annually taking account of any changes in national and local targets and community priorities
2. Agree amendments and set new or revised targets
3. If necessary agree termination of funding for a project or changes to a project or task group
4. Carry out an annual skills and knowledge review and recommend training or additional members

14. TERMS OF REFERENCE OF THEME OR COMMUNITY TASK GROUPS

Each task group will have a named chair and meetings will be held quarterly and minuted. Minutes of meetings and revised action plans will be circulated to all group members and presented on a quarterly basis to the full Partnership by the relevant chair, or nominated deputy. The Chair will be responsible for alerting the Partnership to any potential slippage in respective action plans and for suggesting appropriate remedial action. Members of the theme task groups will be nominated by their organisation or co-opted by the chair and will undertake to attend meetings on a regular basis. The theme task groups will make decisions by consensus

Development of the Strategic Assessment and 3 year rolling Partnership Plan

1. Input to, and comment on, the Strategic Assessment and 3 year rolling Partnership Plan

2. Participate in the production of actions for the Partnership Plan
3. Prepare action plans, to include projects funded by the Partnership, with clear milestones and targets

Performance Management

1. To ensure the task group action plan is delivered in accordance with the Partnership Plan
2. Individual members to be responsible for implementing respective actions as noted in the action plan
3. Individual partners and project managers to respond to requirements for providing monitoring information on a quarterly basis

Review & Amendment

1. Recommend amendments to the action plan
2. Report to quarterly Partnership meetings
3. Review and manage any under performance in funded project