



Community Safety Partnership (CSP) Terms of Reference

1. Introduction

The CSP is made up of a wide range of public, private and voluntary agencies locally and is responsible for reducing crime, anti social behaviour (ASB) and substance misuse in Telford and Wrekin, as set out in the Crime & Disorder Act 1998 and subsequent legislation.

The governance arrangements for the CSP contained in this document have been developed in accordance with the requirements of the Crime and Disorder Act 1998 as amended by the Police Reform Act 2002, the Police and Justice Act 2006, the Policing and Crime Act 2009 and the Police Reform and Social Responsibility Act 2011.

2. Role and Scope of CSP

The CSP has the responsibility to ensure that all of the statutory partners are working together to put in place measures to reduce crime, ASB, substance misuse and re-offending.

The CSP is also required to:

- take appropriate action to prevent violent extremism and influence social and economic change as a way of preventing crime and disorder taking place.
- to encourage greater community involvement in the fight against crime, anti-social behaviour and substance misuse and to empower local communities to get involved in their communities and environment through improved community cohesion.

3. Objectives and Functions

The CSP primary objectives are to ensure:

- Overall Crime is reduced
- Anti Social Behaviour is reduced
- Cohesion is increased in the Borough
- The safety of residents is increased – includes the fear of crime.

The CSP will also:

- produce a strategy to reduce reoffending;
- commission domestic violence homicide reviews;

- carry out an annual risk assessment to update risks and develop appropriate control measures; and
- implement a Community Safety Partnership Plan and Priorities.

The partnership plan is supported by a performance framework that measures performance at a strategic and operational level. The Board will receive regular updates on the CSP performance.

4. Governance Arrangements

The CSP is a Commissioning and Transformation Partnership of the Telford & Wrekin Health and Wellbeing Board. The CSP provides frequent updates to the Health & Wellbeing Board on the progress the partnership is making as well as how it is developing the Health & Wellbeing Priorities in partnership with other local strategic groups and partnerships.

The terms of reference for the CSP will be reviewed annually.

a. Meeting Arrangements

- The CSP will meet quarterly and all meetings will be closed to the public.
- The management and support for the CSP will be provided from the Partnership Management Team of Telford & Wrekin Council.
- All papers should be made available for distribution at least one week ahead of the meeting and Board minutes will be circulated no more than three weeks after the meeting.
- The meeting will only be held if it is quorate; at least one third of the members are present which represent at least 4 agencies.

5. Membership and role of members

a. Chair

The Chair and Vice Chair for the CSP will be nominated for a term of three years.

The Chair of the CSP is the Superintendent for Local Policing in Telford and Wrekin.

b. Membership

The CSP is the statutory Crime & Disorder Reduction Partnership (CDRP) for Telford & Wrekin, taking all legal, statutory and strategic responsibilities, with the following members:

Agency	Title
West Mercia Police	Superintendent for Local Policing Telford and Wrekin, West Mercia Police (Chair)

West Mercia Police and Crime Commissioner	Criminal Justice Head of Service
	Commissioning Officer
	Deputy Police and Crime Commissioner
Telford & Wrekin Council	Director of Customer, Neighbourhood and Well-being Services
	Lead Member for Public Protection, Safety & Enforcement
	Lead Member for Children, Young People and Communities
	Assistant Director Children's Safeguarding & Specialist Services
	Assistant Director: Neighbourhood & Customer Services
	Consultant in Public Health and Chair of the DAAT
	Service Delivery Manager: Community Safety, Cohesion and Environmental Enforcement
	Service Delivery Manager: Public Protection
	Partnership Manager (Lead Officer)
National Probation Service	Head of Service,
West Mercia and Shropshire Community Rehabilitation Company	Head of Service,
Shropshire Fire and Rescue Service	Area Commander
Telford Clinical Commissioning Group	Chief Officer
Wrekin Housing Trust	Neighbourhood Manager
Man in Place	Chief Information Officer
Victim Support	Senior Service Delivery Manager
West Mercia Women's Aid	Chief Executive

c. Role of Members

The core tasks for the board members are:

- To attend all Board meetings and ensure that their organisation is appropriately represented at sub group meetings, as named representative ensuring consistency and continuity within the Board. Where members of TWSAB are unable to attend a meeting, they will send an informed substitute;
- To contribute to the development and delivery of the CSP Strategy and Action Plan;
- To act as a central point of contact and to pro-actively disseminate information relating to CSP within your organisation;
- To provide specialist advice including national and regional information to the CSP in respect of your organisation or sector's area of work as appropriate;
- To adhere to the Information Sharing Agreement of the CSP;
- To raise to the attention of the CSP and Chair any areas of personal conflict of interest which will be discussed, prior to any meeting.

6. Information and Records Management

As a member of the CSP, there will be access to certain 'personal and business' information which may be held in electronic format or on paper or similar hard copy, or may be spoken in face to face or telephone conversations and is of a confidential nature.

The personal and business information held by the CSP and its constituent agencies are subject both to the common law duty of confidentiality (i.e. where the information is not a matter of public knowledge, and is entrusted by an individual in confidence where there is general obligation not to disclose the information without consent) and to the Data Protection Act 1998 which provides for the protection of personal information.

For the purpose of this agreement, all personal and business information is considered to be 'confidential information', unless specifically stated otherwise.

7. Financing

The Police and Crime Commissioners (PCC) will receive all Home Office grant funding that CSPs would have previously been awarded. The CSP will submit bids to the PCC for funding following a period of consultation with its members about the bids.

The CSP will ensure that as part of the performance framework that all funding received is monitored and outcome measured.

8. Media Releases

The lead partner on the initiative will issue a joint media release with partners, the following points are to be followed:

- Partners role or contributions are identified appropriately;
- The lead organisation should issue the press release; however, the draft text of the media release is approved by the relevant partners that have been involved in the initiative before being circulated to the media. Involvement in initiatives could be co-ordinating, delivering or providing financial contribution;
- The method, manner and timing of distribution are agreed in advance with the partners; and
- Partners will not provide direct comments to the media on partnership initiatives, any contact from the media seeking comments should be directed through to the agencies media team.

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Date of sign off by CSP:

Date of Review: April 2018