

# Terms of Reference



**Version 13**

**August 2017**

## **Role of Safer Gloucestershire**

The role of Safer Gloucestershire is to provide strong and effective leadership to ensure all the statutory and voluntary partners and partnerships work together effectively to prioritise and promote early intervention and a problem solving approach in order to tackle the key crime and disorder concerns across the rural and urban areas in Gloucestershire. Safer Gloucestershire will also fulfil the statutory duty, under the Crime and Disorder Act 1998, to deliver a Joint Strategic Needs and Intelligence Assessment (JSNIA) in order to co-ordinate and prioritise county wide activity on common themes, whilst championing the idea that prevention of crime, harm and disorder starts in local communities.

## Purpose of the Board

The overall purpose of Safer Gloucestershire is to develop a Gloucestershire wide vision for community safety so that the residents of Gloucestershire feel safer. It will achieve this through:

- Identifying the needs and priorities of Gloucestershire residents using county wide and local data sources
- Strong and Effective Leadership from all partners across their own systems
- Coordinating and joining up existing activities where they can be better and more effectively delivered at a Gloucestershire wide level
- Focusing on a small number of key priorities that are important to all and can only be dealt with at a Gloucestershire wide level
- Learning from those areas that have successfully and sustainably reduced crime, harm and disorder

Safer Gloucestershire will operate a two-fold approach to community safety; it will actively focus on a limited number of priorities that require closer co-ordination and greater co-operation between agencies to tackle high harm or emerging issues; it will also provide oversight of issues where there is already good co-ordination and effective operational implementation of a strategic plan. In such cases, Safer Gloucestershire will expect regular progress updates for information but will occasionally receive exception reports when a problem solving approach is required from Safer Gloucestershire.

In order to achieve this stated purpose members of the Safer Gloucestershire partnership commit:

- To work collaboratively and agree a three year Community Safety Strategy.
- To develop an annual delivery plan and agree on a small number of key priorities i.e. 3.
- To act in the best interest of the partnership
- To support and hold to account sub-groups carrying out work towards the delivery plan
- To hold partners and each other to account for the delivery of agreed outcomes;
- To ensure an evidence-led and problem-solving approach is used in all its work, including commissioning processes
- To become the “partnership/organisational/corporate memory” for community safety to share best practice, avoid duplication and having to “re-invent the wheel”.
- To work towards early identification of crime and disorder issues and develop a preventative approach to these issues.

## Terms of Reference

The key roles and responsibilities of the Board are:

- To ensure compliance with the statutory duties and responsibilities stated in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, the Crime and Social Responsibility Act 2011 and any subsequent Home Office regulations.
- To commit resources from their organisation to support the delivery of the Community Safety Strategy and its themes and priorities.
- To ensure that Joint Strategic Needs and Intelligence Assessments (JSNIA) are undertaken annually.
- To consider the JSNIA and agree the key strategic priorities, objectives and targets for the three years Community Safety Strategy, which will be updated annually.
- To ensure that delivery plans are in place to support the strategic objectives and provide good value for money.
- To learn and implement through partner agencies the key findings from Domestic Homicide Reviews and Serious Case reviews
- To oversee performance in relation to the outcomes and the targets set out in the Strategy, and to instigate any necessary action to address areas of under-performance.
- To set clear objectives, targets, responsibilities for the key priorities identified in the Community Safety Strategy and identify lead agencies.
- To influence partner agencies so as to ensure resources allocated are used to deliver the Safer Gloucestershire's objectives and delivery of its strategy.
- Safer Gloucestershire is responsible for considering major resource issues, mainstreaming and sustainability.
- To oversee a clear communication strategy and ensure that information is cascaded into partner agencies.
- Ensuring mechanisms exist and are utilised to inform their organisation's staff of the organisation's responsibilities within the District Partnerships.
- Communicating and championing the work of the Safer Gloucestershire within their individual agencies.
- Promote and share best practice and experience between partner agencies within the county

## Membership

	Name	Organisation	Title
1	Stewart Edgar <b>(Chair)</b>	GFRS	Chief Fire Officer
2	Chris Brierley <b>(Vice-Chair)</b>	OPCC	Deputy PCC
3	Richard Bradley	OPCC	Deputy Chief Executive
4	Emma Glynn	GFRS	Safer Gloucestershire Support Officer
5	John Beard	GFRS	Assistant Chief Officer
6	Emma Savage	Clinical Commissioning Group	Associate Director Self Care, Prevention and Diabetes
7	Kate Langley	Youth Support	Youth Justice manager
8	Mark Scully	National Probation Service	Assistant Chief Officer
9	John Wiseman Richard Temple	Community Rehabilitation Company	Probation Director Assistant Chief Officer
10	Julian Moss	Gloucestershire Constabulary	Assistant Chief Constable
11		Voluntary Community Sector	Chair
12	Alison Williams	Gloucestershire County Council	Director of Children Services
13	Sarah Scott	Gloucestershire County Council	Director of Public Health
14	Pat Pratley	Cheltenham Borough	Head of Paid service
15	Anne Brinkhoff	Gloucester City	Corporate Director
16	Mike Hammond	Stroud District	Service Manager
17	Diana Shelton	Cotswold District	Head of Leisure and Community
18	Rob Weaver	Tewkesbury Borough	Deputy Chief Executive
19	Andy Barge	Forest of Dean District	Strategic Group manager
20		2gether Trust Mental health	

## Accountability and Interdependencies

Safer Gloucestershire is the Community Safety Partnership for Gloucestershire that underpins and supports community safety work throughout the urban and rural areas of Gloucestershire. It sits aside six autonomous partnerships that retain responsibility for community safety at District level. The ultimate purpose of Safer Gloucestershire is to provide coordination and a focus on community safety issues that are best dealt with at Gloucestershire level. It is recognised that there is no positional power between Safer Gloucestershire and the District Partnership, rather the relationship is one of influence and collaboration towards a common vision of a safe Gloucestershire.

The development of Safer Gloucestershire was supported and sponsored by Leadership Gloucestershire (LG) and it is expected that LG would be the forum for escalation of issues that require exceptional political and operational resolution. However the work of Safer Gloucestershire will have a number of other interdependencies with other key partnerships, notably the Health and Well Being Board, the Local Criminal Justice Board, Youth Justice Partnership Board and Safeguarding Boards. At a local level the District Authorities will have their own governance and scrutiny arrangements.

Where there are issues that need formal endorsement or that are shared they may be referred/considered by HWBB as the statutory board. Protocols will be developed with other partnerships as required.

## **Roles and Responsibilities of Members**

The individual partner organisation roles and responsibilities with regards to Safer Gloucestershire are to:

- To champion and provide leadership for the CS agenda.
- To develop problem solving approach of the Board.
- To develop strong relationships whilst providing challenge.
- To act in the best interest of the partnership
- Feed in info about issues, needs and priorities to develop the JSNIA.
- Appropriately influence the use of resources within own organisation.
- Ensure that they have delegated responsibilities and can make decisions. Act as committed partners.
- Commit to regularly attend and represent their organisation effectively.
- Key performance indicators are identified in the Community Safety Strategy (most measured centrally either monthly or quarterly) and will be reported to the Board at each meeting when available.

## **Structure of Meetings**

### **Chair/Vice Chair**

- The chair will hold the position for 2 years upon which a round of nominations and voting will be held.
- The Chair will be expected to represent Safer Gloucestershire at events where appropriate.
- The Chair will ensure that new representatives or members of the Board have an induction process, which ensures they understand the roles and responsibilities and terms of reference, and the role that their organisation has agreed to play in the delivery of the strategy.
- In the absence of both the Chair and the Vice Chair, the members may appoint a temporary Chair for a meeting.

### **Frequency**

- Safer Gloucestershire will meet quarterly with additional meetings to be agreed when required.
- The meeting cycle will be agreed annually and a forward plan developed.
- The Chair of the Board will provide at least 4 weeks' notice (unless otherwise agreed) in writing (includes e-mail) of the date, time and location of any meeting.

- The Chair of the Board will agree the agenda prior to the meetings. The agenda should reflect the terms of reference and provide opportunity for discussion of any other business.
- Additional agenda items must be relayed to the Chair within one week of the meeting. The Chair will then consider whether they can be added.
- Papers and items need to be placed on the agenda in advance of meetings.
- Papers will be circulated at least five working days prior to meetings, to allow sufficient time for partners to prepare.

### **Secretariat**

Secretariat support will be provided by the OPCC and GRFS. Papers will be sent out at least three working days before a meeting by email with minutes being sent out within 10 working days.

### **Communication**

Safer Gloucestershire will draw up a communications strategy to meet all communication needs. Members of the public wish to make a complaint can do so via the complaints systems or relevant partner organisations.

Each partner has a responsibility to cascade information through their own agency as appropriate. They should also be able to update on the progress that their own organisation is making in terms of mainstreaming community safety.

Board minutes will be circulated to all members with the agenda and paperwork for publication within their own organisations websites.