

SAFER COMMUNITIES EXECUTIVE BOARD

Terms of Reference

1. Introduction

In response to the Crime and Disorder Act 1998, statutory Crime and Disorder Reduction Partnerships (CDRPs) were established in all local authorities. In Haringey, this grouping is known as the Safer Communities Executive Board (SCEB) and comprises representatives from all statutory and key non-statutory partners in the borough.

SCEB reports directly to the Haringey Strategic Partnership and is responsible for delivering outcomes in the Sustainable Community Strategy that relate to the prevention and reduction of crime, fear of crime, anti-social behaviour and the harm caused by drug and alcohol misuse.

2. Guiding principles

The Safer Communities Executive Board will:

- Seek to maximise the resources of the whole partnership to meet its targets and objectives
- Seek to engage the diverse communities that exist within Haringey in the course of its work
- Encourage an evidence-based approach and the sharing of intelligence, data, research and information to improve outcomes
- Ensure that all partners have equal opportunity to express the views of their organisation or community and that those views are given equal consideration

3. Core functions

- 1) Agree and monitor the allocation and use of all relevant budgets, encouraging the use of pooled budgets, staff and services where appropriate
- 2) Oversee the production of annual crime audits and endorse action plans and key strategies (including the Local Area Agreement), ensuring clear links between need and activity
- 3) Agree a performance and project management framework with regular monitoring and evaluation of outcomes against measurable outputs and baselines

- 4) Respond to, and ensure compliance with, Government legislation, new policies and initiatives
- 5) Agree the strategic framework for any Best Value or Comprehensive Performance Assessment process
- 6) Oversee, monitor and develop the work of all sub-groups, undertaking reviews of the structure as required (see appendix 1)
- 7) Agree and update a Risk Register annually

4. Membership

4.1 The Safer Communities Executive Partnership Membership see Appendix 1.

4.2 Chair

In line with common practice among CDRPs, the Chair will be held by the Local Authority, subject to agreement at the first meeting of the financial year.

4.3 Vice Chair

The Vice Chair will be held by Haringey MPS. This will be confirmed as in 4.2 above

4.4 Deputies

Members may arrange for a suitable Deputy to attend on their behalf. The SCEB Secretariat should be formally notified, so that the Deputy can be included in all mailings, etc.

Members cannot arrange for a Deputy to attend on more than two occasions in one year, and not consecutively.

4.5 Representatives

Partner bodies are responsible for ensuring that they are represented at an appropriate level. These representatives are responsible for disseminating decisions and actions back to their own organisations, ensuring compliance with any actions required and reporting progress to the board.

If a representative is absent for three consecutive meetings, the organisation/sector will be asked to reconfirm its commitment to the partnership and reappoint, if necessary.

4.6 Voluntary and Community Sector

The Voluntary and Community Sector will be represented on the Partnership through the Community Link Forum (CLF) – the ‘forum of forums’ for the community and voluntary sector in Haringey. The CLF

will have 32 places on the HSP providing representation across the partnership structure as follows:

- HSP Board – HAVCO Chair + 6 elected community representatives
- HSP PMG – HAVCO Chief Executive
- 6 Theme Boards – 1 HAVCO representative + 3 elected representatives for each board.

4.7 **Co-opting**

The Partnership may co-opt additional members by agreement

4.8 **Observers**

There are two observers identified from the Metropolitan Police Authority and Government Office for London, who are exempt from agreeing decisions and actions by the board.

4.9 **Performance Management Group (PMG)**

A sub-group of SCEB will oversee performance and guide any corrective action, reporting issues of concern to the main board.

This sub-group will be chaired by the Assistant Chief Executive (Policy, Performance, Partnerships and Communication) and will meet at least 6 times annually. Special meetings may be called at the Chair's discretion to consider urgent business. Membership of the group is currently:

- Assistant Chief Executive, Haringey Council
- Vice Chair, Head of Safer Communities Service
- Director, Primary Care Trust
- Detective Chief Inspector, Borough Intelligence Unit
- Borough Fire Commander
- Community Safety Manager (in attendance)

4.10 **Meetings**

Meetings will be held four times a year at an appropriate venue in the borough.

5. **Proceedings**

5.1 **Decision-making / voting**

The SCEB will endeavour to arrive at all decisions by consensus. Decisions on expenditure above £25,000 will be referred to the Chair; the Cabinet Member for Enforcement and Safer Communities and the MPS Borough Commander for endorsement.

5.2 **Conflict resolution**

In exceptional circumstances or where the board fails to reach consensus on key issues, this will be referred to the Chair; the Chief Executive of the Primary Care Trust (Chair of the DAAT) and the MPS Borough Commander (Vice Chair of SCEB) for a unanimous decision.

5.2 **Accountability**

SCEB is accountable to the Haringey Strategic Partnership and, through the London Borough of Haringey, to the central Government and the wider community.

5.3 **Access of information**

The agenda, papers and minutes will be available to the public on request and accessible via Haringey's website on:
<http://www.haringey.gov.uk>

An annual review of the work and progress of the partnership will be made publicly available.

5.4 **Agendas**

Agendas and reports will be circulated at least five working days before the meeting. Additional, late items will be taken at the discretion of the Chair.

6. **Rules of conduct**

6.1 **Interest**

Members must declare personal and/or pecuniary interests with respect to agenda items and must not take part in any decision required with respect to these items.