

# **The Community Safety Partnership Terms of Reference June 2012**

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## **1. Purpose**

The CSP is a partnership group which is responsible for delivering the outcomes in the Community Safety Strategy 2011-14 which relate to the prevention and reduction of crime, fear of crime, anti-social behaviour, harm caused by drug and alcohol misuse and re-offending.

The Partnership will work towards its vision by:

- Having strategic oversight of issues relating to all aspects of community safety
- Overseeing production of annual crime/needs assessments
- Using evidence from crime audits, needs assessment and other data sources to plan value for money services and interventions
- Making decisions in an inclusive and transparent way
- Maximising the opportunities to be gained from financial efficiency by closer partnership working and reducing duplication
- Monitoring and evaluating services and interventions to make sure they are having a positive impact on identified areas of priority need

## **2. Principles**

The following principles will guide the CSP's work. It will seek to:

- Balance risk and harm
- Seek long-term solutions to areas of multiple deprivation
- Maximise resources (co-locating, reducing duplication and pooling budgets where possible)
- Share information effectively as a default principle
- Build on proven interventions
- Facilitate effective community input and capacity
- Integrate approaches to enforcement/front-line services
- Integrate offender management
- Monitor robustly, evaluating progress and applying good practice

## **3. Responsibilities and core business of the CSP**

### **3.1 Strategic planning:**

- To oversee the delivery of the strategic priorities for community safety, holding those responsible to account.
- To integrate, wherever appropriate, the plans and services of partner organisations.
- To ensure that the partnership is kept up to date so that it is able to respond effectively to changes in legislation, information and developments in relation to community safety.

- To identify, gain and manage funding as required to implement the Community Safety Strategy 2011-14.
- To produce, adopt and review an information sharing protocol.

#### **4.2 Taking a needs based approach:**

- To be well informed about community safety issues affecting the people of Haringey and take an evidence based approach to tackling the key issues that have negative impact.
- To oversee the production of annual crime audits/needs assessments and endorse action plans ensuring clear links between need and activity
- To use the findings of the annual crime audit, needs assessments and other data sources to inform the group's priorities and work programme.

#### **4.3 Monitoring outcomes:**

- To agree a performance framework with regular monitoring and evaluation of outcomes against agreed milestones and targets.
- To monitor and review key performance indicators.
- To ensure equalities underpins the work of the partnership and all improvements deliver equality of access, outcome, participation and service experience.
- To report progress and account for actions and performance on the implementation of the Community Safety Strategy to the Joint Leadership Group.

#### **4.5 Community engagement:**

- To ensure the views of service users about the services they need are taken into account in the delivery of those services in line with Haringey's [community engagement framework](#).

#### **4.6 Integrated working:**

- To establish specific, time-limited task and finish groups to report on particular topics, as and when required. The task and finish groups will advise, guide and report their findings to the Group.
- To ensure that all partners and statutory agencies have a clear understanding of each other's roles and responsibilities.
- To provide advice, assistance or other support to enable partners to join together to design and deliver services around the needs of users thereby helping to eliminate unnecessary gaps and duplication between services.
- To agree and monitor the allocation and use of all relevant budgets, encouraging the use of pooled budgets, staff and services where appropriate

### **4. Priorities and Outcomes**

We want to achieve the following outcomes:

- A reduction in serious violent crime (youths and adults)
- A reduction in violence against women (including domestic violence)
- A reduction in all property crime
- A reduction in repeat offending (Crime and ASB)
- An effective response to anti-social behaviour (ASB)
- An increase in public engagement, confidence and satisfaction
- A reduction in repeat victimisation, especially of vulnerable people

## **5. Operational protocols**

### **5.1 Membership**

The membership of the CSP will:

- reflect statutory duties
- be related to the agreed purpose of the partnership
- be reviewed annually
- possess the relevant expertise to carry out the responsibilities
- be responsible for disseminating decisions and actions back to their own organisation and ensuring compliance

The current Membership list is attached on page 5

### **6.1 Chair**

The chair of the CSPB will be Cabinet Member for Communities

### **6.2 Vice Chair**

The vice chair of the CSPB will be Police Borough Commander

### **6.3 Deputies and representation**

Partner bodies are responsible for ensuring that they are represented at an appropriate level. Where the nominated representative is unable to attend, a deputy will attend in their place.

### **6.4 Co-opting**

The Board may co-opt additional members by agreement who will be full voting members of the Board.

### **6.5 Ex-officio**

The partnership may invite additional officers and other stakeholders to attend on an ex-officio basis, who will not be voting members of the CSPB, to advise and guide on specific issues.

### **6.6 Confidentiality**

The Commissioning Group has a strategic remit and will not therefore discuss individual cases. However, the disclosure of information outside the meeting, beyond that agreed, will be considered as a breach of confidentiality.

### **6.7 Meetings**

- A minimum of 3 meetings a year will be held.
- A meeting of the CSPB will be considered quorate when at least the chair or vice chair, and a representative of each of the local authority, health and police are in attendance.
- Attendance by non-members is at the invitation of the chair.
- The agendas, papers and notes will be made available to members of the public when requested, but meetings will not be considered as public meetings.
- Members will develop and agree protocols for the conduct of members and meetings.

### **6.8 Agendas**

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Agendas and reports will be circulated at least five working days before the meeting, after the agenda has been agreed by the Chair and Vice Chair. Additional late items will be at the discretion of the chair.

**6.9 Partner action**

Representatives will be responsible for ensuring that all key issues are disseminated back to their organisations, ensuring compliance with any actions required and reporting back progress to the CSP.

**6.10 Interest**

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

**6.11 Absence**

If a representative of a statutory agency is unable to attend, a substitute must be sent to the meeting. If there is no representation for three meetings the organisation/sector will be asked to re-appoint/confirm its commitment to the partnership.

### Community Safety Partnership - Membership List (DRAFT)

ORGANISATIONS	NO. OF REPS	NAME OF REPRESENTATIVE
Haringey Council (Statutory Partner)	9	<b>Cllr Richard Watson</b> , Cabinet Member for Communities (Chair) <b>Cllr Martin Newton</b> , Opposition representative <b>Lyn Garner</b> , Director, Place and Sustainability <b>Stephen McDonnell</b> , AD Single Frontline <b>Libby Blake</b> , Director, Children and Young People's Service <b>Lisa Redfern</b> , Deputy Director, Adult and Community Services <b>Dr. Jeanelle de Gruchy</b> , Director Public Health <b>Claire Kowalska</b> , Community Safety Strategic Manager <b>Marion Morris</b> , Drug & Alcohol Partnership Manager
Mental Health Trust	2	<b>Lee Bojtor</b> , Director <b>Mark Landy</b> , Community Forensic Services Manager
Haringey Metropolitan Police (Statutory Partner)	1	<b>Sandra Looby</b> , Borough Commander (Vice-Chair)
Haringey Fire Service (Statutory Partner)	1	<b>Borough Fire Commander</b> – currently vacant (interim rep. <b>Robert Davies</b> , Community Station Manager)
Haringey Probation Service (Statutory Partner)	1	<b>Kate Gilbert</b> , Assistant Chief Officer, Probation (on secondment – interim cover <b>Mary Pilgrim</b> )
Homes for Haringey	1	<b>Paul Bridge</b> , Chief Executive
Community Police Consultative group	1	<b>Enid Ledgister</b> , Haringey CPCG
Community representation	TBC	
HAVCO	1	Chief Executive (TBA) <b>Pamela Pemberton</b> (Deputy)
Metropolitan Police Authority (Statutory Partner)	1	<b>Joanne McCartney</b> , MOPC
Haringey Magistrates Court	1	<b>Stephen Carroll</b> , Bench Legal Manager
Haringey Crown Prosecution Service	1	<b>Hywel Ebsworth</b> , CPS
<b>SUPPORTING OFFICERS</b>		<b>Claire Kowalska</b> , Community Safety Strategic Manager <b>Chief Inspector Jane Easton</b> , Haringey Police <b>Maria Fletcher</b> Committee Secretariat