

# Haringey Community Safety Partnership

## Proposed new Terms of Reference (ToR) 2016-17

### 1. Purpose

The Haringey Community Safety Partnership (CSP) is a vehicle for public authorities in Haringey to carry out their duties as defined in section 17 of the Crime and Disorder Act 1998:

*Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to **prevent and reduce crime and disorder in its area.***

The responsible authorities to which this duty applies are:

- The Local Authority
- The Police
- Fire and Rescue Services
- Probation Services

Clinical Commissioning Groups also have a range of duties under the Crime and Disorder Act around reducing the use of drugs, alcohol and other substances, reducing reoffending and reducing crime and disorder. The Community Safety Partnership is the vehicle for carrying out these duties.

A number of other non-statutory partners have joined the Community Safety Partnership in order to contribute to community safety goals in Haringey. For a full list of CSP members see Appendix 1.

The partnership's local strategy for implementing its section 17 duties is the **Community Safety Strategy 2013-17**. The Strategy details the outcomes that partners will work together to achieve, relating to the prevention of violence, crime and extremism, reducing reoffending and increasing public confidence in community safety.

### 2. Principles

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

- Seek long-term solutions to Community Safety Issues
- Share information effectively as a default principle (developing and maintaining information sharing protocols)
- Monitor robustly, evaluating progress and applying good practice
- Make decisions in an inclusive and transparent way
- Ensure equalities underpins the work of the partnership

### 3. Responsibilities of the CSP

#### 3.1 Strategic decision making:

- Providing strategic leadership of issues relating to all aspects of community safety
- 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.
- Overseeing production of annual crime/needs assessments, and use those assessments to inform priorities and interventions.
- Responding effectively to changes in legislation, and key local incidences/developments in relation to community safety.
- To identify, gain and manage funding as required to implement the Community Safety Strategy
- To ensure effective and compliant information sharing

#### 3.2 Community engagement:

- To ensure the views of service users and residents are taken into consideration in planning and prioritising objectives
- To ensure good public awareness of community safety priorities, work and successes

#### 3.3 Monitoring outcomes:

- To agree a performance framework with regular monitoring and evaluation of outcomes against agreed milestones and targets/KPIs
- To respond changes and trends in performance

### 4. Priorities and Outcomes

The Community Safety Strategy 2013-17 features six outcomes that partner agencies are seeking to achieve:

Outcome one	Rebuild and improve public confidence in policing and maintaining community safety
Outcome two	Prevent and minimise gang-related activity and victimisation
Outcome three	Respond to Violence against Women and Girls
Outcome four	Reduce re-offending (through an integrated multi-agency model)
Outcome five	Prevent and reduce acquisitive crime and anti-social behaviour (to include residential burglary, personal robbery, vehicle crime, fraud and theft)
Outcome six	Prevent violent extremism, delivering the national PREVENT strategy in Haringey

Based on the six outcomes, the Community Safety Board has three overarching priorities that will be the focus of its strategic planning and community engagement roles. These are the priorities where the CSP can add the greatest value and where there is the greatest need for a strategic partnership approach.

The three priorities are about making the best use of the time that partners spend in CSP board meetings. All six outcomes will continue to be covered by KPIs and the CSP board will monitor performance towards all six outcomes on a highlight basis. The operational joint

working between CSP partners will continue to work to the full range of outcomes and KPIs, including the MOPAC 7.

The three CSP board priorities are:

- 1. Reoffending:** covers outcomes/KPIs around offender management, youth re-offending, incidences of Violence Against Women and Girls and Gang re-offending.
- 2. Prevention:** covers outcomes/KPIs around preventing Gang activity, preventing Violence Against Women and Girls, and preventing violent extremism (the PREVENT agenda).
- 3. Public confidence:** covers outcomes/KPIs around confidence measures, BME engagement and young people engagement.

The Priority Lead for each priority will be drawn from the following organisations:

- Reoffending                                      Police
- Prevention                                        Bridge Renewal Trust
- Public confidence                                Homes for Haringey

The role of the Priority Leads is to

- Take responsibility for leading the debate when their priority is discussed at the CSP
- Taking a lead in holding other organisations to account
- Taking a lead in scrutinising the performance information in the highlight report that relates to their priority
- Ensuring their organisation is championing their priority in its policies and actions
- Attend quarterly agenda planning sessions to shape CSP agendas

## **5. Meeting schedule**

Four quarterly meetings will be held per annum

One of the meetings will be a half day conference at which the annual needs assessment will be reviewed and the priorities for the year ahead set.

The other three meetings will have the following standing items:

- Performance monitoring - review of highlight report
- Brief update from 2 priorities
- In depth focus on 1 priority (rotating between the 3 priorities)

## **6. Operational Protocols**

### **6.1 Chairing Arrangements**

The CSP is co-Chaired by the Cabinet Member for Communities and the Police Borough Commander.

### **6.2 Agenda Planning (role of the Executive)**

The Executive group will be revived/set up and sessions will be used to scope out all potential business and identify the priority areas to be addressed. The Executive will:

- Filter the information/business raised to the Executive, querying whether the information/business raised is sufficient/relevant given recent events and developments.
- Determine what questions need to be answered and decisions taken for each item.
- Set 'homework questions' for each partner to help them prepare to engage with each item.
- Consider what community input would add value to each item and take steps to gather that input in time for the CSP Board meeting.

The Executive will be attended by the following members of the CSP Board:

- Both co-Chairs
- Priority 1 Lead
- Priority 2 Lead
- Priority 3 Lead
- Head of Community Safety
- Community Safety Manager

In preparation for Executive sessions, information must be gathered from 3 sources:

- Performance Management Group (see Performance Management section below)
- Sub-groups of the CSP (see structure chart in Appendix 2)
- Other Strategic Partnership Boards (including the Adults Safeguarding Board, Health and Wellbeing Board, Priority 1 and 2 Boards etc)

Executive sessions will take place no later than 2 weeks before each CSP meeting.

### **6.3 Agendas**

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

### **6.4 Actions**

At the end of each item, clear actions agreed will be recorded. This will include details of which partners are responsible and what the timeframes for completion are.

Where the action agreed was for information to be fed back to partners' organisations, an action will be recorded for partners to feed back at the next CSP meeting on what the consequences were once information/decisions were fed-back to their organisations.

At the end of each agenda item the CSP board will be asked to decide what communications work is required to publicise decisions/progress.

### **6.5 Deputies and absence**

Partner bodies are responsible for ensuring that they are represented at an appropriate level. It is not desirable to delegate attendance unless this is absolutely necessary. Where the nominated representative is hampered from attending, a deputy may attend in their place.

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.

### **6.6 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.

### **6.7 Quorum**

A meeting of the CSP will be considered quorate when at least one Chair, and a representative of each of the local authority, health and police are in attendance.

### **6.8 Co-opting**

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

### **6.9 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. Attendance by non-members is at the invitation of the Chairs.

### **6.10 Public**

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.

### **6.11 Confidentiality**

The CSP 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.

## **7. Performance Management**

A suite of KPIs have been developed to enable the monitoring of performance against the six outcomes of the Community Safety Strategy (see Appendix 3).

Detailed performance monitoring against these KPIs will be carried out by the **Performance Management Group** (PMG) which will consist of:

- officers responsible for Community Safety functions at the Council, the Police and joint-operational teams
- a member of the Council's Business Intelligence/Performance Management team

The Performance Management Group will review performance data for each KPI, establish whether targets are being met, analyse trends and categorise performance risk on a Red/Amber/Green (RAG) basis. The PMG will produce a **highlight report** to feedback performance information to the CSP board.

The PMG will meet quarterly, no later than 3 weeks before each CSP Board meeting, on a schedule that enables highlight reports to be submitted before each Agenda Planning session.

#### Appendix 1 - list of CSP Board members

	NAME OF REPRESENTATIVE
<b>Statutory partners</b>	<p><b>Cllr Bernice Vanier</b>, Cabinet Member for Communities (Co-chair)</p> <p><b>Dr Victor Olisa</b>, Borough Commander (Co-chair), Haringey Metropolitan Police</p> <p><b>Cllr Martin Newton</b>, Opposition representative</p> <p><b>Cllr Ann Waters</b>, Cabinet Member for Children and Families</p> <p><b>Zina Etheridge</b>, Deputy Chief Executive, Haringey Council</p> <p><b>Tracie Evans</b>, Chief Operating Officer, Haringey Council</p> <p><b>Andrew Blight</b>, Assistant Chief Officer, National Probation Service - London for Haringey, Redbridge and Waltham Forest</p> <p><b>Douglas Charlton</b> Assistant Chief Officer, London Community Rehabilitation Company, Enfield and Haringey</p> <p><b>Craig Carter</b>, Borough Fire Commander, Haringey Fire Service</p> <p><b>Jill Shattock</b>, Director of Commissioning, Haringey Clinical Commissioning Group</p> <p><b>Stephen McDonnell</b>, AD Environmental Services and Community Safety</p> <p><b>Dr. Jeanelle de Gruchy</b>, Director Public Health, Haringey Council</p> <p><b>Jon Abbey</b>, Director of Children Services, Haringey Council</p> <p><b>Beverley Tarka</b>, Director Adult &amp; Community Services, Haringey Council</p>
<b>Non-statutory partners</b>	<p><b>Mark Landy</b>, Community Forensic Services Manager, BEH Mental Health Trust</p> <p><b>Andrew Billany</b>, Managing Director, Homes for Haringey</p> <p><b>Caroline Birkett</b>, Divisional Manager, Victim Support</p> <p><b>Geoffrey Ocen</b>, Bridge Renewal Trust</p> <p><b>Joanne McCartney</b>, MPA, London Assembly</p> <p><b>Chair</b>, Safer Neighbourhood Board – on request</p>

<b>Supporting officers</b>	<b>Amanda Dellar</b> , Superintendent, Haringey Metropolitan Police <b>Eubert Malcolm</b> , Head of Community Safety and Regulatory Services <b>Claire Kowalska</b> , Community Safety Strategic Manager (+ Theme Leads) <b>Sarah Hart</b> , Commissioning Manager, Public Health <b>Maria Fletcher</b> Committee Secretariat
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### **Job Description for a CSP member**

Responsibilities of CSP members:

- To take a strategic view of Community Safety issues, in a way that drives progress and addresses problems and solutions in a holistic way.
- To scrutinise whether plans and policies are really satisfying the partnership's objectives.
- To be willing to challenge partners and the partnership on issues of performance.
- To ensure that information discussed, and decisions taken, at the CSP are disseminated back to partner organisations and that there is compliance with any actions required from partners.
- To always inform the CSP when their organisation is working on Community Safety matters - a 'no surprises approach'.
- To ensure that officers in their organisations are attending the sub-groups of the CSP as required.
- To ensure that performance information is being shared with Performance Management Group as required.