



## Terms of Reference

### Context

Charnwood Community Safety Partnership (CSP) is the statutorily required Crime and Disorder Reduction Partnership with responsibility for compliance with the statutory duties and responsibilities set out in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, Anti-social Behaviour, Crime and Policing Act 2014 and in subsequent Home Office regulations.

### Purpose

To ensure the delivery of the statutory duty to work in partnership to reduce crime and disorder and anti-social behaviour, substance misuse and re-offending and other behaviour adversely affecting communities is undertaken through the development of joint strategies and policies and the implementation of interventions to tackle crime and disorder, the fear of crime and to address the risk, threat and harm to victims, individuals and local communities within Charnwood.

### Overarching Aim

'To deliver enhanced partnership working, collaboration and collective problem solving.'

### Principles of Partnership Working

In pursuing the responsibilities, the CSP will at all times be guided by the following principles:

**Equality** – addressing the needs of all sectors of society and seeking outcomes that promote genuine equality of opportunity for all.

**Cohesion** – ensuring that the people of Charnwood and communities within the Borough have, without exception, a sense of ownership and of engagement with community safety

**Engagement** - Work with the local community to understand local priorities and develop an approach that is responsive and effective in increasing feelings of safety.

**Collaboration** – provision of and commitment to collective leadership in all aspects of community safety, to include joint media opportunities and data sharing in line with S.115 of the Crime and Disorder Act 1998. Share data and

intelligence and work across agencies to facilitate an efficient and effective approach and better targeted interventions.

**Outcomes** – ensuring that the CSP's agenda and decisions making focuses on adding value and tangible progress towards the vision outlined in the Community Strategy.

**Supporting victims** - Ensure a focus on victims and strengthen local systems to support victims, reduce repeat victimisation, and recognise that perpetrators of violence can often be victims too.

**Public health approach** – Ensure a focus on early intervention and prevention, and the wider determinants of crime and community safety, including social inequalities, employment, skills, health, housing and environment.

## **Responsibilities**

1. Ensure compliance with national guidance and legislation relating to crime, disorder, substance misuse and reducing reoffending. This includes new legislation as it emerges.
2. To ensure that Partnership Strategic Assessments are undertaken annually.
3. To consider the Partnership Strategic Assessment and agree strategic priorities, objectives and targets for the three year Partnership Strategy, which will be updated annually.
4. To meet the requirements of the Domestic Violence, Crime and Victims Act (2004) as amended and statutory guidance in relation to undertaking Domestic Homicide Reviews (DHR's).
5. To have cognisance of the need to take a multi-agency public health approach to tackling and preventing serious violence at a local level.
6. To translate high level strategic priorities into local action plans for delivery (through sub groups, to be established by CSP) and resource deployment on either a 'places' or themed basis.
7. To evaluate and monitor the performance of crime and disorder within the Borough and approve any action required to tackle areas of poor performance or insufficient resources as highlighted by the performance data or the strategic assessment.
8. To communicate levels of crime and disorder in the Borough to partner agencies/organisations considering emerging trends and agreeing actions required.
9. To offer a lead to ensure the mainstreaming of community safety, in its wider context, takes place throughout the partner agencies/organisations.

10. To maximise and manage funding that is received and ensure that they are managed effectively, efficiently and with propriety.

11. To endorse the evaluation of relevant projects that the CSP has funded.

## Membership

<b>Charnwood Community Safety Partnership</b>	
Cabinet Lead Member for Community Safety (Chair) (or another Borough Council Elected Member nominated by the Lead Member for Community Safety)	Charnwood Borough Council (Responsible Authority)
Director of Strategic Director of Neighbourhoods and Community Wellbeing (or nominated representative)	Charnwood Borough Council
Inspector, Charnwood Neighbourhood Policing Area	Leicestershire Police (Responsible Authority)
Representative	West Leicestershire Clinical Commissioning Group (Responsible Authority)
Senior Probation Officer	Derbyshire, Leicestershire, Nottinghamshire and Rutland Community Rehabilitation Company (Responsible Authority)
Representative	Voluntary Groups
Representative	Loughborough University
Representative	Loughborough BID
Representative	Loughborough Chamber of Trade and Commerce
Representative	Drugs / Substance Misuse - Turning Point
General Manager North	Leicestershire Fire and Rescue Service (Responsible Authority)
Representative	Police and Crime Commissioners Office
Representative	Violence Reduction Unit
Representative	Leicestershire County Council (Responsible Authority)
Representative	Crown Prosecution Service

\*A Responsible Authority is one which has a statutory duty to participate and has a legal duty to exercise their 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, crime and disorder in its area.'

## Advisers

Head of Neighbourhood Services  
Community Safety Manager

Licensing Manager  
Envro-Crime & Dog Control Manager  
Policy Officer for Community Safety

### **Nature and frequency of meetings**

The CSP will meet quarterly to consider performance data and reports from the lead officers for the thematic groups as well as any task and finish groups that have been established. Each lead officer will be responsible for presenting the regular performance updates.

The Partnership will be supported by the Community Safety Team at Charnwood Borough Council. The Community Safety Team are responsible for providing performance data and reports to the partnership. This information, the agenda and papers will be circulated at least seven days before the meeting and late reports will only be taken with the permission from the Chair.

### **Attendance**

In the event of an agency failing to attend for more than two consecutive meetings action will be taken by the Chair, initially writing a letter and seeking attendance at the meeting.

### **Voting**

Whenever possible, all decisions will be made on the basis of consensus, with a casting vote held by the Chair.

A quorum of 33% of the membership is required for any decisions made by voting.

### **Chairing Arrangements**

The Chair will be the Cabinet Lead Member for Community Safety (or another Borough Council Elected Member nominated by the Lead Member for Community Safety – where this is the case both will have voting rights) and the Vice Chair will be elected annually.

The Chair has specific responsibilities in relation to DHRs as set out in the relevant statutory guidance.

The Chair will be expected to represent the CSP 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 CSP strategy.

In the absence of both the Chair and the Vice Chair, the members may appoint a temporary Chair for a meeting.

### **Accountability**

The CSP is also accountable to the people of Charnwood. It will at all times seek to ensure that it is representative of and understands the priorities of the Borough and its people and will respond to their views, interests and concerns in relation to Community Safety. Furthermore, each member of the CSP remains accountable to their own agency/organisation.

The CSP also has to report to a Borough Council Scrutiny Committee bi-annually, who will scrutinise and review the work undertaken by the Partnership.

Meetings of the CSP will be open to members of the public, however, exempt items may be taken that exclude members of the public and press.