

KENT COMMUNITY SAFETY PARTNERSHIP WORKING GROUP

TERMS OF REFERENCE

1. TITLE

The group will be known as the Kent Community Safety Partnership (KCSP) Working Group.

2. GUIDING PRINCIPALS

All work undertaken by this group will be guided by the following principles:

- Evidence Led - through using shared data, intelligence, and insight to understand problems and measure impact.
- Prevention Focused - focussing on prioritising early intervention and addressing the root causes of crime, harm, and vulnerability.
- Community Centred - by placing the needs, voices, and safety of our residents at the heart of our decisions and actions.
- Collaborative - working jointly across all sectors to achieve shared outcomes and maximise resources.
- Accountable - being transparent about our activities, performance, and the difference we are making.

3. OVERARCHING PURPOSE

To support the delivery of the Kent Community Safety Partnership's (KCSP) strategic priorities, ensuring a collaborative, evidence-based approach to reducing crime, preventing harm, and increasing feelings of safety for all residents in Kent.

This will be achieved by:

- (i) Managing the Crime Reduction Grant (CRG) funding allocation from the Kent Police and Crime Commissioner on behalf of the KCSP.
- (ii) Preparing and monitoring the Kent Community Safety Agreement and managing the annual review process.

4. RESPONSIBILITIES

On behalf of the Kent Community Safety Partnership (KCSP) to:

- Develop and produce the County Community Safety Agreement (CSA) on behalf of the KCSP based on the annual strategic assessments produced by the local Community Safety partnerships (CSPs) and to include the undertaking of an annual review and refresh (if required).
- Develop and performance manage the CSA Action Plan to coordinate community safety activity and monitor any identified performance measures; ensuring that

partnership activity is focused on addressing areas of concern and that any exceptions are raised with the KCSP.

- Maximise co-ordination and co-operation at an operational level between partners with the aim of tackling the community safety issues identified within the County Community Safety Agreement
- Actively identify opportunities for and promote early intervention and preventative measures to tackle the root causes of issues that impact community wellbeing and safety.
- Facilitate delivery of Community Safety conferences / seminars / events on behalf of the KCSP subject to an identified need.
- Provide support, guidance and sharing of information to ensure delivery of the annual Strategic Assessment process.
- Ensure robust financial monitoring and budget arrangements are in place to support and manage the available funding streams.
- Advise the KCSP on any emerging national, local or pan Kent issues, policies and priorities, with any appropriate recommendations for solutions and most effective use of available resources.
- Liaise and coordinate with other statutory bodies (e.g. Medway CSP, Safeguarding Boards/Partnerships, etc.) and external bodies (e.g. Home Office, Ministry of Housing, Communities & Local Government) to disseminate best practice and develop guidance.

Utilising the Kent Community Safety Team (KCST) as a central knowledge hub to support the Working Group and the Partnership to facilitate coordination, delivery and communications with partner agencies, ensuring an evidence led approach to community safety.

5. MEMBERSHIP

Membership shall consist of representatives appointed by the responsible authorities for the County area, namely:

- Kent Police
- Office of the Police & Crime Commissioner (OPCC)
- Kent Fire and Rescue Service (KFRS)
- KCC – Currently represented by officers from Community Safety, Public Health, Trading Standards, Highways, Kent and Medway Prevent Team, Serious Organised Crime Team, Commissioners for Domestic Abuse services and the Domestic Abuse Projects and Partnership Team.
- NHS Kent & Medway Integrated Care Board
- The Probation Service
- Local District/Borough Authorities – Currently collectively represented by two nominated Community Safety Managers.

The KCSP Working Group may also be attended by persons who represent co-operating and participating person/bodies as required for example representatives of the Violence

Reduction Unit (VRU), the Safeguarding Boards/Partnerships for Children and Adults, the Kent and Medway Safer Roads Partnership etc.

6. RESPONSIBILITY OF MEMBERS

All representatives must have sufficient seniority within their own organisations to be able to make decisions, implement change and where appropriate commit resources on behalf of the body or group which they represent. In the case of those that have been nominated to represent a collective group or number of authorities/bodies, it will be their responsibility to obtain approval from each of the individual authorities or bodies they represent. Substitute members are assumed to have that capability delegated to them.

All members should be able to commit to regular attendance and represent their organisation effectively. If members are unable to attend, they should nominate an appropriate substitute / named deputy to attend on their behalf.

All members have the responsibility for sharing relevant information and/or feedback to their respective agencies, collective group and/or any authorities/bodies they have been nominated to represent.

7. CHAIRPERSON

The Chair and Vice Chair are revised every two years and elected from amongst the members.

8. MEETINGS

The group will meet quarterly, or as required, ensuring that meetings take place prior to the KCSP to help inform the agenda for the KCSP meeting including any emerging issues or themes that need to be escalated.

A meeting will be regarded as quorate if no less than four of the responsible authorities are represented.

9. DECISION MAKING

The group will use its best endeavours at all times to make decisions by consensus.

Decisions will be recorded in the minutes, with actions being reviewed at subsequent meetings.

10. COMMUNICATION

All KCSP member organisations are required to be signed up to the Kent and Medway Information Sharing Agreement and abide by its principles.