

By: Shafick Peerbux - Head of Community Safety, KCC

To: Kent Community Safety Partnership – 23rd July 2026

Classification: For Decision

Subject: KCSP Terms of Reference Update 2026

Summary: This paper details the annual review of the Terms of Reference for the KCSP and its subgroups.

1.0 Background

- 1.1 The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 introduced a number of revisions to the Crime and Disorder Act 1998 including the establishment of a County Strategy Group, known in Kent as the Kent Community Safety Partnership (KCSP). These regulations set out the remit for the group, meeting frequency, governance arrangements and included a detailed list of required members.
- 1.2 Amendments to these regulations came in 2010 and 2011 which removed some of the bureaucracy. As a result, the remaining requirements for the KCSP as set out in the regulations are:
- There shall be a County Strategy Group whose function shall be to prepare a community safety agreement based on the strategic assessments of local strategy groups (CSPs) for the county area.
 - The County Strategy Group shall consist of two or more persons appointed by one or more of the responsible authorities in the county area. The County Strategy Group may also be attended by persons who represent co-operating and participating persons/bodies and other partners that the Group invites.

2.0 KCSP Terms of Reference

- 2.1 The KCSP Terms of Reference (ToR) were last updated and approved by the Partnership in July 2025. Since that time, there have been no legislative changes enacted that would impact the governance arrangements for the Partnership.
- 2.2 However, the Partnership should note that the section of the [Victims and Prisoners Act 2024](#) which changes the name of Domestic Homicide Reviews (DHRs) to Domestic Abuse Related Death Reviews (DARDRs), along with changing the criteria is due to come into force. As such, the ToR does now include reference to the Act and acknowledges that compliance will be continued once the legislation is fully enacted and new updated Statutory Guidance issued.
- 2.3 The remaining ToR for the KCSP (See Appendix A) have been reviewed and updated.

- 2.4 The 'Responsibilities' section has been updated to ensure it reflects the move to a data-led and evidence-based approach with a performance framework to measure impact and outcomes.
- 2.5 The 'Membership' section has been updated to reflect minor changes to organisational names.
- 2.6 The 'Roles and Responsibilities of Members' has been updated to strengthen the responsibility of members to *"have responsibility for proactively sharing relevant information, intelligence, updates and/or feedback from their agencies and associated partnerships, boards and groups to inform the work of the KCSP. Members will also act as a two-way conduit between the KCSP and the organisations and partnerships they represent, ensuring timely communication, effective information sharing, and alignment of priorities and activities"*.
- 2.7 The 'Meetings' section has been updated to ensure that partners are able to suggest/request substantive items on the agenda or as any other business at discretion of the Chair, to facilitate the cross communication and sharing of information between the KCSP and other organisations/partnerships/boards etc.

3.0 KCSP Subgroups Terms of Reference

- 3.1 The KCSP has two subgroups which it is responsible for overseeing. The KCSP Working Group (KCSP WG) and Domestic Homicide Review (DHR) Steering Group both have their own ToRs. The annual review of the subgroups ToRs has been aligned with that of the KCSP and as such members of these subgroups have also recently reviewed their respective ToRs.
- 3.2 The DHR Steering Group members recently reviewed their ToR (see Appendix B) and it was felt that they reflect current practice in lieu of the enactment of the Victims and Prisoners Act and associated Home Office statutory guidance for the conduct of DHRs.
- 3.3 The 'Purpose' section has been updated to reflect the need for *'Steering group members and partners to deliver their safeguarding duties in relation to assurance that the services they are responsible for, identify, respond and learn from domestic abuse and safeguarding related harm'*. These changes have been reflected throughout the 'Responsibilities' and 'Member Responsibilities' sections, ensuring a consistent emphasis on safeguarding accountability, learning, and continuous service improvement.
- 3.4 Additionally, the 'Membership' section has been updated to recognise that the current Home Office Statutory DHR Guidance does not take into consideration the reorganisation of the National Health Service and the unification of Probation providers.
- 3.5 The KCSP Working Group members also recently reviewed their ToR (see Appendix C) and much like the main KCSP ToR, has been updated to reflect

the move to a data-led and evidence-based approach with a Performance Framework to measure impact.

- 3.6 The 'Overarching Purpose' has been expanded to include the *'development and implementation of a Community Safety Agreement Performance (Outcome and Delivery) Framework to measure impact, outcomes and direction of travel'*.
- 3.7 The Responsibilities Section has been expanded to reflect the move to data-led and evidence-based approach ensuring effective use of data, intelligence and analytical insight, a performance framework to measure impact and also to *'provide strategic input into the development and delivery of CRG-funded projects and initiatives, including contributing to priorities, planning and (where appropriate) events or partnership activity'*.
- 3.8 The 'Membership' section has been updated to reflect minor changes to organisational names and also the need to *'review periodically to ensure appropriate representation aligned to strategic priorities and emerging areas of focus'*.
- 3.9 The 'Responsibilities of Members' section has been updated to reflect that *'all members are responsible for proactively sharing relevant information, intelligence and updates from their respective agencies and any partnerships, boards or groups they represent, ensuring this informs the CSA Action Plan, Performance Framework and wider partnership activity. Members will act as a two-way conduit between the KCSP Working Group and the partnerships they are connected to, ensuring consistent communication and alignment'*.
- 3.10 The KCSP WG 'Meetings' will *'include a focus on emerging risks, performance insights and strategic alignment across partnership activity'*.
- 3.11 The ToR emphasises that *'Communication will support effective information sharing and coordination across partner agencies and associated partnerships'*.

4.0 Recommendations

- 4.1 The KCSP members are asked to agree the Terms of Reference for the Kent Community Safety Partnership and approve the Terms of Reference for the KCSPs two subgroups (KCSP Working Group and the DHR Steering Groups).
- 4.2 All KCSP member organisations shown in the Terms of Reference should ensure that they are signed up to the latest version of the Kent and Medway Information Sharing Agreement.
- 4.3 The KCSP members are asked to note that the Terms of Reference for the KCSP and its subgroups will be reviewed annually and included as an agenda item at least once a year.

Attachments:

Appendix A – Kent Community Safety Partnership (KCSP) ToR

Appendix B – Domestic Homicide Review Steering Group (DHR SG) ToR

Appendix C – Kent Community Safety Partnership Working Group (KCSP WG) ToR

For Further Information:

Honey-Leigh Topley

Community Safety Officer, Kent Community Safety Team

honey-leigh.topley@kent.gov.uk