

## **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, data-led and 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.
- (iii) Supporting the development and implementation of a Community Safety Agreement Performance (Outcome and Delivery) Framework to measure impact, outcomes and direction of travel.

#### **4. RESPONSIBILITIES**

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

- Develop and maintain the Kent Community Safety Agreement (CSA), informed by annual Strategic Assessments from local Community Safety Partnerships (CSPs), and undertake an annual review and refresh (as required).
- Develop and maintain the CSA Action Plan to provide strategic oversight and coordination of partnership activity, monitor agreed performance measures, and ensure any exceptions or areas of concern are escalated to the KCSP.
- Lead on the development and ongoing refinement of the CSA Performance (Outcome and Delivery) Framework, including identifying indicators of success, supporting data sharing and helping to evidence impact.
- Ensure that relevant intelligence, activity and learning from partner agencies and associated boards/groups is shared, to inform delivery of the CSA Action Plan and Performance Framework.
- Provide support, guidance and sharing of information to ensure delivery of the annual Strategic Assessment process.
- Maximise coordination and cooperation at a strategic level, with appropriate links to operational delivery, to support alignment with the CSA and minimise duplication.
- Promote a preventative, early intervention approach, including identifying opportunities to address the root causes of issues that impact community wellbeing and safety.
- Facilitate the delivery of community safety conferences, seminars and events (subject to identified need), promoting learning, innovation and the dissemination of effective practice across the partnership.
- Ensure robust financial monitoring and budget arrangements are in place to support and manage the available funding streams.
- 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.
- Advise the KCSP on emerging local, regional and national issues, policy developments 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 a data-led and evidence-based approach to community safety. Ensuring the effective use of data, intelligence and analytical insight to inform priorities, identify emerging risks and support evidence-based decision-making.

## **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
- 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.

Membership will be reviewed periodically to ensure appropriate representation aligned to KCSP strategic priorities and emerging areas of focus.

## **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 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.

## **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.

Meetings will include a focus on emerging risks, performance insights and strategic alignment across partnership activity.

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**

Communication will support effective information sharing and coordination across partner agencies and associated partnerships.

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