

## Appendix A

### 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. OVERARCHING PURPOSE

To support the work of the Kent Community Safety Partnership (KCSP), in particular by

- (i) Managing the Kent Community Safety fund on behalf of the KCSP.
- (ii) Preparing and monitoring the Kent Community Safety Agreement and managing the review process.

##### 3. MEMBERSHIP

Membership will include senior officer representatives from county groups with a statutory responsibility for community safety.

Standing members:

- Kent Police
- Office of the Police & Crime Commissioner (OPCC)
- Kent Fire and Rescue Service (KFRS)
- Public Health
- Clinical Commissioning Groups (CCGs)
- Kent, Surrey & Sussex Community Rehabilitation Company (CRC)
- KCC Community Safety
- KCC Highways and Transportation
- Kent Trading Standards
- Local District/Borough Authorities

Other attendees may attend for specific agenda items as required, for example: National Probation Service (NPS), Kent Criminal Justice Board (KCJB), KCC Early Help and Preventative Services, Kent Housing Group, voluntary sector etc.

##### 4. PURPOSE OF THE KCSP Working Group

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

- Maximise co-ordination and co-operation at an operational level between partners with the aim of reducing crime/disorder, anti-social behaviour, fear of crime, misuse of alcohol and drugs in Kent as well as reducing re-offending, reducing injury and promoting personal safety.
- Ensure the delivery of the annual Strategic Assessment process.
- Assist the KCSP in drawing up the annual County Community Safety Agreement (CSA) and monitor the performance of the supporting action plans, instituting remedial action as required.

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- Report to the KCSP on performance against relevant targets contained in national strategies and CSP strategies.
- Adhere to the financial monitoring and budget setting arrangements in relation to available funding streams.
- Advise the KCSP on emerging policy, priorities, issues and solutions and the most effective use of available resources.
- Facilitate delivery of the annual Community Safety conference on behalf of the KCSP.
- Liaise with external bodies such as the Home Office and disseminate best practice consistent with developing guidance.
- Identify and develop recommended approaches to pan Kent community safety issues.
- Co-ordinate with other statutory bodies such as Medway CSP when appropriate.

### **5. MEETINGS**

The group will meet quarterly, or as required, ensuring that meetings take place prior to the KCSP agenda setting meetings.

### **6. QUORUM**

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

### **7. DECISION MAKING**

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