

By: Shafick Peerbux - Head of Community Safety, KCC
To: Kent Community Safety Partnership – 19th July 2017
Classification: For Decision
Subject: KCSP Terms of Reference Update - 2017

Summary: This paper details proposed changes to the terms of reference for the Kent Community Safety Partnership (KCSP) to accurately reflect the remit of the group and reinforce the responsibilities of KCSP members.

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 much of the above 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 others partners that the county strategy group invites.
- 1.3 All other details and functions of the KCSP can be agreed by the members and detailed within the Terms of Reference.

2.0 KCSP Terms of Reference

- 2.1 The KCSP terms of reference (ToR) was last updated in October 2014. Whilst there have not been any legislative changes, since that time, which impact the governance arrangements for the Partnership, the aim of the refresh of the ToR is to provide clarity around the role of the KCSP and its members (see Appendix 1). The key changes to this document are detailed below.
- 2.2 Responsibilities – this section has been expanded to include the agreed arrangements with regard to Domestic Homicide Reviews (DHRs). Section 9 of the Domestic Violence, Crime and Victims Act (2004) requires CSPs to initiate and undertake Domestic Homicide Reviews (DHRs). In Kent and Medway this obligation is fulfilled by the KCSP on behalf of all CSPs as set out in the DHR protocol and is managed by the

DHR Steering Group. Although these arrangements have been fully agreed and implemented they were not previously referenced in the ToR for the KCSP.

2.3 Membership – (i) this section has been refreshed to clarify the core membership based on the responsible authorities as set out in Crime and Disorder legislation. Additionally this list includes the Office of the Police and Crime Commissioner (OPCC) and whilst not a responsible authority there are clear links with the KCSP including statutory duties to work cooperatively.

(ii) In addition to the core membership, the Chairs of the local CSPs will continue to receive an open invitation to attend as well as representatives from a number of co-operating bodies such as the Kent Association of Local Councils, Medway Community Safety Partnership, the Safeguarding Boards, Health and Wellbeing Board etc.

2.4 Roles and Responsibilities – (i) This section now includes reference to the scrutiny arrangements for the KCSP as set out in the Police and Justice Act 2006. Scrutiny takes place annually and given adequate notice KCSP members may be required to provide information and/or make themselves available to attend the committee meeting to answer questions on the work of the Partnership.

(ii) Reference has also been included regarding the requirement within the Police Reform and Social Responsibility Act 2011 for representatives of the responsible authorities to work with the Police and Crime Commissioner in the formulation and implementation of any strategy relating to the police area.

(iii) In addition, this section also reinforces the role of KCSP members to feedback relevant information and key decisions to either their own organisations, or if acting as a nominated representative for a collective group to feedback to the agencies they are representing.

2.5 Meetings – (i) In the 2014 ToR it was agreed that the KCSP would meet, at a minimum, every six months. However due to the wide remit of the Partnership it is recommended that the planned frequency of the meetings returns to a minimum of three times a year with the meeting cycle to be agreed annually.

2.6 Sub Groups – (i) the establishment and oversight of KCSP sub-groups is now included in in the terms of reference. Currently the KCSP has two sub-groups which include the Working Group and the DHR Steering Group.

2.7 Communication – (i) this section has been included to establish the agreed method for disseminating confidential reports in relation to the restricted part of the meeting. Previously these reports were printed and only made available at the meeting, however to facilitate information sharing it is proposed that they be sent to named members of the KCSP via secure email in advance of the meetings. KCSP members should note that there is a requirement that all organisations are signed up to the Kent and Medway Information Sharing Agreement (KMISA).

3.0 Recommendations

- 3.1 The KCSP members are asked to approve the content of the revised Terms of Reference for the Kent Community Safety Partnership, subject to any changes proposed by the Partnership
- 3.2 The Chair of the KCSP to write to all current members of the KCSP to formally advise them of the refreshed Terms of Reference and to request confirmation of their nominated representatives for the KCSP and its sub-groups.
- 3.3 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.
- 3.4 The KCSP Working Group to review their Terms of Reference in light of the changes to the KCSP ToR and will update as appropriate.
- 3.5 An annual review of the KCSP and the KCSP Working Group Terms of Reference to be included as an agenda item on both these groups at least once a year.

Attachments:

Appendix 1 – Draft Kent Community Safety Partnership Terms of Reference.

For Further Information:

Shafick Peerbux

Head of Community Safety Unit

shafick.peerbux@kent.gov.uk