

Appendix 1:

KENT COMMUNITY SAFETY PARTNERSHIP

DRAFT TERMS OF REFERENCE

1. TITLE

For the purposes of the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007, the Kent Community Safety Partnership (KCSP) will serve as the 'County Strategy Group'.

2. OVERARCHING PURPOSE

The KCSP is responsible for addressing community safety issues through coordinating the work of countywide 'responsible authorities' and other partner agencies to tackle identified priorities and deliver safer and stronger communities.

This also contributes towards the three countywide ambitions set out in the Vision for Kent:

- to help the Kent economy to grow
- to tackle disadvantage
- to put the citizen in control

3. RESPONSIBILITIES

- To agree and to performance manage a community safety agreement on behalf of the responsible authorities for Kent, refreshing it annually,
- To address community safety issues through joint working, recognising the importance that stronger communities can have to delivering safer communities,
- To prepare and update a county wide strategic assessment based upon an aggregation of the local Community Safety Partnerships strategic assessments,
- To provide guidance on major cross agency projects and management information support systems,
- The co-ordination of community safety activity to achieve county wide priorities as set out in the Kent Community Safety Agreement and the countywide ambitions,
- To attract resources from appropriate funding streams including the Police and Crime Commissioner's Community Safety Fund and have robust financial arrangements in place to support the management of these funds.
- To fulfil the statutory requirements as set out in Section 9 of the Domestic Violence, Crime and Victims Act (2004) regarding the initiation and undertaking of Domestic Homicide Reviews on behalf of all Community Safety Partnerships (CSPs) in Kent and Medway.

4. MEMBERSHIP

The KCSP shall consist of a core membership of representatives appointed by one or more of the 'responsible authorities' in the county area, namely:

- Kent County Council (KCC)
- Kent Police
- Office of the Police and Crime Commissioner (OPCC)

- Local Authorities (District / Borough Councils) - *currently collectively represented by a nominated Chief Executive*
- Kent Fire and Rescue Service (KFRS)
- Clinical Commissioning Groups (CCG) – *currently collectively represented by a Chief Nurse from East and West of the county*
- Local Probation Services (Kent, Surrey, Sussex Community Rehabilitation Company – KSS CRC)
- National Probation Service (NPS)

Additionally, the chairs of the local CSPs shall be extended an open invite to attend the KCSP meeting.

The KCSP may also be attended by persons who represent co-operating and participating persons and bodies for the areas in the county area and such other persons as the county KCSP invites.

These can include a representative from:

- Kent Association of Local Councils (KALC)
- Medway Community Safety Partnership.
- Kent Housing Group
- Prevent Duty Delivery Board
- Kent and Medway Safeguarding Adults Board (KMSAB)
- Kent Safeguarding Children's Board (KSCB)
- Kent Criminal Justice Board (KCJB)
- Health and Wellbeing Board

5. ROLES AND RESPONSIBILITIES OF MEMBERS

All representatives attending KCSP meetings must have sufficient seniority within their own organisations to be able to make decisions, implement change and commit resources on behalf of the body or group which they represent. Substitute members are assumed to have that capability delegated to them.

All members of the KCSP should be able to commit to regular attendance and represent their organisation effectively.

All members of the KCSP have the responsibility for sharing relevant information and/or feedback from the partnership to their respective agencies, collective group and/or any authorities/bodies they have been nominated to represent i.e. Kent Association of Local Councils, Clinical Commissioning Groups, District/Borough councils

The KCC Scrutiny Committee meets annually as the Crime and Disorder Committee to review or scrutinise decisions made, or other action taken by the responsible authorities with regards to their crime and disorder functions; with adequate notice, KCSP members may be required to provide information and/or make themselves available to attend the meeting to answer questions on the work of the KCSP in the appropriate area.

The Police and Crime Commissioner may also require representatives of the responsible authorities for any area that lies within the police area to attend a meeting for the purpose of assisting in the formulation and implementation of any strategy (or strategies) that relate to any part of the police area.

6. CHAIRPERSON

The Chair will be the Cabinet Member with responsibility for Community Safety for the County Council as the lead authority.

The Vice Chair will be elected from amongst the other KCSP members.

A Chair/Vice Chair may only be removed from office if more than 50% of the responsible authorities so decide by way of a vote at a meeting of the KCSP.

7. MEETINGS

The KCSP shall meet three times per year or at such other intervals as it shall decide with the meeting cycle being agreed annually.

The Chair of the KCSP will agree the agenda prior to the meetings and this should reflect the terms of reference and provide opportunity for discussion of any other business.

KCSP papers will be circulated at least five working days prior to meetings to allow sufficient time for partners to prepare and will include the previous board minutes, agenda and relevant paperwork.

A meeting will be regarded as quorate if no less than 4 of the responsible authorities are represented

Attendance by non-members is at the invitation of the Chair.

8. DECISION-MAKING

The KCSP 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.

9. SUB GROUPS

The KCSP can establish sub groups as necessary. The KCSP will oversee the work of the subgroups and have ability to scrutinise actions and outcomes.

The current sub groups of the KCSP are:

- KCSP Working Group who supports the work of the KCSP, in particular by managing the Kent Community Safety fund; and preparing and monitoring the Kent Community Safety Agreement.
- DHR Steering Group ensures that the requirements of Section 9 of the Domestic Violence Crime and Victims Act (2004) with regards to the initiation, undertaking and monitoring of actions from DHRs is fulfilled on behalf of all CSPs in Kent and Medway.

9. COMMUNICATION

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

Official-Sensitive paperwork will be circulated to the KCSP member's via a secure method and it is the responsibility of the KCSP members to ensure that they have appropriate information security measures in place (in accordance with the Data Protection and Information Governance), including:

- Data protection policies and management processes.
- Retention, archive, storage and disposal policies and processes.
- Incident reporting procedures.
- Controls to minimise the risk of loss or breach.

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