

Appendix 1

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. RESPONSIBILITIES

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

- Develop and produce the County Community Safety Agreement (CSA) on behalf of the KCSP based on the annual strategic assessments and to include the undertaking of an annual review and refresh (if required).
- Develop and performance manage the CSA Action Plan to coordinate community safety activity and monitor the performance measures that are in place; ensuring that remedial action is taken regarding areas of concern and that any exceptions are raised with the KCSP.
- Maximise co-ordination and co-operation at an operational level between partners with the aim of tackling the community safety issues identified within the County Community Safety Agreement
- Facilitate delivery of the annual Community Safety conference on behalf of the KCSP.
- Provide support, guidance and sharing of information to ensure delivery of the annual Strategic Assessment process.
- Ensure robust financial monitoring and budget arrangements are in place to support and manage the available funding streams.
- Advise the KCSP on any emerging national, local or pan Kent issues, policies 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) and external bodies (e.g. Home Office) to disseminate best practice and develop guidance.

4. MEMBERSHIP

Membership shall consist of senior officer 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 and Highways.
- Clinical Commissioning Groups (CCGs) – Currently collectively represented by West Kent CCG.
- Kent, Surrey & Sussex Community Rehabilitation Company (CRC)
- Local District/Borough Authorities – Currently collectively represented by two nominated Community Safety Managers.
- National Probation Service (NPS)

The KCSP Working Group may also be attended by other person/bodies for specific agenda items as required.

5. RESPONSIBILITY OF MEMBERS

All representatives 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. 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.

All members have the responsibility for sharing relevant information and/or feedback to their respective agencies, collective group and/or any authorities/bodies they have been nominated to represent.

6. CHAIR PERSON

The Chair and Vice Chair are revised every two years and elected from amongst the members.

7. 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.

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

8. 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.

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.