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To: Kent Community Safety Partnership – 17th July 2019

Classification: For Decision

Subject: KCSP Terms of Reference Update 2019

Summary: This paper details the annual review of the Terms of Reference for the KCSP and its subgroups.

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 some of the 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 other partners that the Group invites.

2.0 KCSP Terms of Reference

- 2.1 The KCSP terms of reference (ToR) were last updated and approved by the Partnership in July 2018. Since that time, there have been no legislative changes that would impact the governance arrangements for the Partnership. Therefore, the ToR for the KCSP remains unchanged but the Partnership is asked to review and confirm the membership (see Appendix A).
- 2.2 The core membership is 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.
- 2.3 In addition to the core membership, the Chairs of the local CSPs 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 The KCSP has two subgroups which it is responsible for overseeing. The KCSP Working Group and Domestic Homicide Review (DHR) Steering Group both have their own ToR which have also been reviewed and are detailed below.

3.0 KCSP Subgroups Terms of Reference (ToR)

- 3.1 The annual review of the subgroups ToR has been aligned with that of the KCSP and as such members of these subgroups have also recently reviewed their respective ToR.
- 3.2 There have been no legislative changes, or further guidance received from the Home Office since the December 2016 changes to the statutory DHR guidance that would impact on either of the two subgroups.
- 3.3 The KCSP Working Group members reviewed their ToR at their last meeting on the 10th June and there were a couple of amendments suggested including the addition of '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 both with the public and partner agencies' and also the need for when 'members are unable to attend they should nominate an appropriate substitute / named deputy to attend on their behalf'. The membership organisations and named representatives were also reviewed and remain unchanged.
- 3.4 The DHR Steering Group members reviewed their ToR at their last meeting on the 26th June and two amendments were made: 1. The inclusion of an additional responsibility for the Group to monitor developments regionally and nationally regarding DHRs and related learning and 2. Clarification over the Chairing arrangements with the Head of Community Safety for Kent County Council being elected as Chair of the Steering Group and the Vice Chair being nominated and appointed from the other Statutory members. ' Whilst the membership organisations for the subgroup have not changed, the named representatives have in some cases and these have been updated accordingly.
- 3.5 The KCSP is therefore asked to approve the Terms of References for the two subgroups shown in Appendix B and C.

4.0 Recommendations

- 4.1 The KCSP members are asked to agree the Terms of Reference for the Kent Community Safety Partnership, subject to any changes (i.e. membership) proposed by the Partnership and approve the Terms of Reference for the KCSPs two subgroups (KCSP Working Group and the DHR Steering Groups).
- 4.2 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 (2018).
- 4.3 The KCSP members are asked to note that the Terms of Reference for the KCSP and its subgroups will be reviewed annually and included as an agenda item at least once a year.

Attachments:

Appendix A – Kent Community Safety Partnership Terms of Reference.

Appendix B – Kent Community Safety Partnership Working Group Terms of Reference

Appendix C – Domestic Homicide Review Steering Group Terms of Reference

For Further Information:

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