

WARWICKSHIRE SAFER COMMUNITIES PARTNERSHIP

TERMS OF REFERENCE

1. AIM

The Warwickshire Safer Communities Partnership ('the Partnership') aims to create safer communities through the reduction of crime and the promotion of safety. Its vision is to develop the basis for strong stable communities by reassuring the public and fostering the conditions that develop respect.

2. OBJECTIVES

The Partnership has the following objectives:

- (a) To be the county themed partnership for the Safer block of the Local Area Agreement ('LAA')
- (b) To carry out the functions of the Warwickshire Drug and Alcohol Action Team
- (c) To carry out the functions of the Warwickshire Youth Justice Management Board
- (d) To carry out the functions of the Warwickshire Domestic Violence Board
- (e) To oversee the work of the Warwickshire Road Safety Partnership
- (f) To prepare an annual community safety agreement for the county in fulfilment of the duties of the County Strategy Group as required under the Crime and Disorder Regulations 2007
- (g) To agree county-wide strategy and targets (jointly agreed priorities and outcomes for the whole county)
- (h) To endorse and monitor programmes of work to deliver agreed outcomes at the county-wide level
- (i) To manage performance in relation to the agreed county level outcomes and county-wide strategy, remove barriers to improvement and work effectively together with other themes
- (j) To hold the district level 'safer' themed partnerships (ie the CDRPs) to account for local delivery of agreed strategies which impact on county wide priorities
- (k) To account to the Public Service Board (quarterly performance reports) and through the Public Service Board to GOWM and the National Treatment Agency (NTA) for delivery of county-wide strategy
- (l) To consider county-wide implications of annual strategic intelligence assessments and agree priorities for response in line with National Intelligence Model principles

- (m) To agree how resources allocated to it will be specifically deployed to deliver county-wide strategies/initiatives
- (n) To monitor the management of all funding and grants provided in support of county-wide strategy and account to GOWM and the NTA as appropriate for these funds
- (o) To receive quarterly reports from the Supporting People Commissioning Body on the performance of the programme in relation to those services which support the 'safer' outcomes as agreed by partners
- (p) To endorse and monitor risk management of county-wide strategies
- (q) To agree the commissioning strategy and treatment plans for services procured at a county level, endorse all high level commissioning plans and oversee performance of commissioned services
- (r) To agree and oversee the development and implementation of a county-wide communication strategy for crime and disorder reduction in consultation with relevant bodies or organisations
- (s) To respond to issues raised by the Public Service Board, Advisory Forum, the district based Local Strategic Partnerships, CDRPs and the MAPPA Strategic Management Board in a timely and appropriate manner
- (t) To contribute to addressing the cross cutting themes and issues that have been identified for the LAA
- (u) To support the district level and locality arrangements.

3. PRINCIPLES

3.1 Partner Agencies

The Partnership expects all partner agencies to:

- Embrace the aims and objectives of the Partnership
- Work to an agenda agreed by the Partnership within the framework of the Warwickshire Local Area Agreement
- Work within the agreed partnership structures. Any changes proposed will be the subject of consideration by the Partnership Board and approval by the Public Service Board
- Consult and/or inform the Partnership over organisational changes (including any changes in representation) that may impact on collective working.
- Follow and work within the performance management framework agreed by partners for the LAA.
- Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working

3.2 Representatives / Board Members

The Partnership:

- Requires its members to attend all appropriate meetings, or in exceptional circumstances to arrange for a suitable named substitute to attend in his/her place;
- Expects members to have sufficient delegated powers to deal with matters or if not, to ensure that all necessary approvals of the member's nominating organisation have been obtained in advance;
- Expects members to properly represent the views of their organisation, to keep their nominating organisation informed about progress and to communicate the outcomes of the Partnership meetings to their own organisations;
- Expects members to ensure that there is prompt progress and delivery by their nominating body on any actions and strategies agreed by the Partnership;
- Requires its members to work constructively with other members to achieve consensus on county wide priorities and actions to address them;
- Expects positive and constructive discussions between members in order to achieve workable solutions to common issues;
- Requires its members to follow the Warwickshire Code of Conduct for Partnership Working (attached as Appendix 1) and the Warwickshire Community Information Sharing Charter (both approved from time to time by the Warwickshire Public Service Board) and such other guidance/ protocols as may be issued from time to time by the Warwickshire Public Service Board.

4. MEMBERSHIP

4.1 The membership of the Partnership is as follows;

| Nominating Body | Representative(s) |
|--|--|
| Warwickshire County Council - the Community Protection portfolio holder | 1 representative |
| Police Authority | 1 representative |
| Fire Authority | 1 representative |
| The Chair of each CDRP strategy group (and where the Chair is not the portfolio holder for community safety at the District/Borough, the portfolio holder will also be entitled to attend) | 5 representatives (one from each CDRP) |
| Probation | 1 representative |
| Warwickshire PCT | 1 representative |
| Voluntary and Community Sector | 1 representative |
| The Police Service | 1 representative |

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| Youth Justice | 1 representative |
| The Courts Service | 1 representative |
| The Crown Prosecution Service | 1 representative |
| The Coventry and Warwickshire Partnership NHS Trust | 1 representative |
| The Warwickshire Road Safety Partnership | 1 representative |
| Total Membership | 17 |

- 4.2 Individual representatives will be senior officers or board members of their nominating body to ensure that those attending have the appropriate level of influence and authority.
- 4.3 The membership of the Partnership may be reviewed from time to time as necessary, and subject to the approval of the Public Service Board, new members may be admitted provided always that;
- (i) any such new member is able to demonstrate to the satisfaction of the Partnership the contribution that they can make to the LAA vision and overriding objective as set out at paragraph 1 above; and
 - (ii) in deciding whether or not to admit any such new member the Partnership shall have regard to the resulting size and composition of the Partnership were the new member to be admitted.
- 4.4 The block lead from time to time for the Partnership has the right to attend meetings of the Partnership. Other persons may attend meetings of the Partnership with the agreement of the Chair.

5 MEETINGS

- 5.1 The Partnership will meet at least five times a year in advance of meetings of the Public Service Board. Such other meetings may be held as necessary at the discretion of the Chair.
- 5.2 The Chair and Vice Chair shall be elected from within the membership of the Partnership. The Chair and Vice Chair shall be appointed for a period of 2 years and shall be eligible for re-election.
- 5.3 The Chair may be removed from office during this period upon the majority decision of the meeting to pass a motion of no confidence in the Chair.
- 5.4 The Chair and the Vice Chair shall not be drawn from the same nominating body. In the absence of the Chair or the Vice Chair at any particular meeting, the Partnership may elect another person to preside.
- 5.5 The chair of the meeting shall be under a duty to conduct the meeting efficiently and effectively and at all times to act reasonably.
- 5.6 Wherever possible, decisions shall normally be reached by consensus. If, in exceptional circumstances, a vote is necessary it will be determined by simple majority.

- 5.7 The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair.
- 5.8 Minutes of all meetings of the Partnership board (including a record of attendance and any conflicts of interest) will be approved by the Chair and circulated within 10 working days and submitted for approval to the next appropriate meeting.
- 5.9 Meetings of the Partnership will be serviced and supported by the nominating body of the Chair.

6. REPORTS AND RECOMMENDATIONS

- 6.1 The Partnership shall report on performance management on a quarterly basis to the Public Service Board.
- 6.2 The Partnership may make recommendations to the Public Service Board, to the LAA county themed partnerships, to the Local Strategic Partnerships or any of the district level themed partnerships.
- 6.3 The Partnership shall report to the following bodies as required by them;
 - (i) the Government Office for the West Midlands in respect of community safety;
 - (ii) the National Treatment Agency in respect of drugs and alcohol;
 - (iii) the Youth Justice Board in respect of youth justice.
- 6.4 The Partnership shall be responsible for co-ordinating the formal reporting arrangements to ensure that relevant information is delivered by and received by the Partnership to facilitate planning arrangements.

7. CONFLICTS OF INTEREST

Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the Partnership Board, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the Partnership Board that representative shall take no part in the decision making process.

8. INSPECTIONS AND SCRUTINY

- 8.1 The Partnership and its participating bodies agree that they will co-operate with and provide such information as may be required by the Partnership, the Public Service Board, government inspectorates, or other formal arrangements for scrutiny or review which may be made by the participating bodies in relation to the quality of services delivered and the effectiveness of inter-agency arrangements.
- 8.2 The requirement to co-operate shall not compel or authorise any of the participating bodies or the Partnership to release confidential information

which if disclosed would be in breach of the arrangements made by the body for the disclosure of such information, any duty of confidence or any legislative provisions governing the disclosure of information.

- 8.3 The Partnership or participating body should always consider whether information could be made available or presented in a way which would not be in breach of its arrangements for confidential information, for example, through the provision of summaries or anonymised information.

9. WITHDRAWAL

Each nominating body represented on the Partnership shall give at least 12 months' notice of any intention to withdraw from the Partnership. In the event that such notice is given by a partner agency, unless otherwise agreed by the Partnership, that partner agency shall honour such decisions taken and commitments made in any partnership forum prior to the notice being given and shall cooperate with the Partnership during the notice period so as to facilitate a smooth exit from the partnership working arrangements that are in place.

10. REVIEW

These terms of reference will be reviewed annually, taking into account views expressed by the Warwickshire Public Service Board and relevant partner agencies.

Code of Conduct for Partnership Working

Introduction

This Code sets down the standards of conduct expected of all partners and their representatives when working in partnership. It complements the Members' Code of Conduct which is in place at each Local Authority governing the conduct of Elected Members. The Code applies to all the partners participating in the partnership, and to their representatives, and applies to all activities undertaken on behalf of the partnership. All partners should agree to adopt and publicise the Code within their organisations at the earliest opportunity. The partners agree that the Code shall apply to all their partnership working.

- 1. Customer-focused**
Partners shall put the customers of the partnership at the centre of their work.
- 2. Co-operation**
Partners shall co-operate with one another to achieve the aims of the partnership and wherever possible shall avoid taking action damaging to the aims of the partnership.
- 3. Inclusiveness**
Partners shall undertake work for the partnership in a way that takes account of the views and interests of the other partners, their customers and other stakeholders.
- 4. Respect**
Partners shall treat one another with respect and equality.
- 5. Accountability**
Partners shall share information and be open about the decisions and actions that they take and shall account to one another, to their customers and other stakeholders.
- 6. Integrity**
Partners shall ensure that their conduct, and that of their representatives, observes the highest standards of integrity and probity. The Code sets down rules for declaring conflicts of interest, offers of gifts or hospitality and reporting confidential concerns in connection with the work of the partnership.
- 7. Effectiveness**
Partners shall ensure the partnership can work effectively by taking decisions promptly, raising issues in a timely and constructive way, and properly briefing their representatives.
- 8. Quality**
Partners shall ensure that their contribution to the partnership is of a consistently high quality.
- 9. Commitment**
Partners shall make a commitment to the partnership both in terms of strategic priorities and the investment of resources that are sufficient to enable the partnership to achieve its aims.

Conduct at meetings

All partners and their representatives agree to participate in partnership meetings in a courteous and constructive way, and to respect the arrangements for the conduct of business reasonably directed by the Chair of the meeting.

Declaring interests

Representatives must declare a personal interest where a matter or decision connected to the partnership might reasonably be regarded as affecting, to a greater extent than other residents of Warwickshire, one or more of the following:

- Their well-being or financial position or that of a friend or relative;
- Any employment or business carried on by such persons;
- Any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- Any organisation of which they are a member;
- Any organisation in which they are in a position of general control or management.

A representative with a personal interest also has a prejudicial interest if the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the representative's judgement of the public interest.

All personal and prejudicial interests must be declared as soon as they become apparent. A representative declaring a prejudicial interest must not influence nor participate in the partnership decision-making regarding the matter in which they have an interest.

Gifts and hospitality

Offers of gifts or hospitality should be treated with caution. The conduct of partners and their representatives should never lead anyone to question their interests, and it is the perceptions of the general public that are paramount when deciding whether a gift or offer of hospitality is reasonable. Criminal sanctions can apply where gift or hospitality are accepted in return for influence over local government business.

Representatives should seek guidance from their partner organisations regarding gifts and hospitality, and must declare and register with their partner organisation all gifts and hospitality accepted by them in connection with the work of the partnership.

Whistle-blowing

The partnership is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we encourage representatives of the partners and others with serious and reasonably held concerns about malpractice within the work of the partnership to come forward and voice these concerns.

Representatives should use the Whistle-blowing Policy applying at their partner organisation, if one is in force. In all other circumstances Warwickshire County Council's Whistle-blowing Policy can be used.

Compliance with the Code

Any suspected breach of the Code should be brought to the attention of the Chair of the partnership, who shall have the power to require the representative or partner concerned to withdraw from participating in partnership business until such time as an investigation has been undertaken and agreement reached between the other partners as to the appropriate way forward.