

Ribble Valley Community Safety Partnership (CSP)
STEERING GROUP
Revised 'Terms of reference'

Created: 17th November 2009

Vision: Ribble Valley –

'To maintain Ribble Valley's position as the safest District to live, work and visit in the Northwest region of the United Kingdom'.

The CSP is a themed sub group of the Ribble Valley Local Strategic Partnership and is accountable locally to that body. The CSP is also affiliated to the countywide Safer Lancashire Board and takes direction from this body in respect of policy, practice and allocations of Lancashire County Council Area Based Grant.

1. Aim

The CSP will work in partnership to reduce;

- Crime and Disorder
- Anti-social behaviour
- Other behaviour adversely affecting the environment
- Misuse of drugs, alcohol and other substance misuse

2. Role

- To ensure the achievement of the strategic community safety priorities identified in the Community Safety Strategic Assessment, Sustainable Community Strategy (SCS) and Safer, Stronger Communities (SSC) theme within the Lancashire Local Area Agreement.
- To ensure that CSP Strategic Assessments are conducted annually and the community safety Partnership Plan is implemented and updated on an annual basis.
- To contribute to the performance management and delivery of the Community Plan, SCS and LAA.
- To contribute to the preparation of annual reviews of the CSP, LSP and delivery of the associated Improvement Plans.

3. Membership

Members of the Steering Group should be;

- A 'responsible authority' as defined by the Crime & Disorder Act 1998, Police Reform Act 2002 and Police & Justice Act 2006.
- Another relevant bodies that can make a positive contribution towards the development and effective delivery of the SCS, CSP Strategic Assessments, Partnership Plan and SSC theme of the LAA.

4. Functions and responsibilities:

- Members should be authorised to commit human and/or financial resources
- Be able to effect organisational change to address blockages, problems and barriers to effective delivery
- Work in partnership to pool resources and avoid duplication by addressing cross-cutting issues
- Provide statistical data in relation to Strategic Assessments, indicators and targets within the SCS, Partnership Plan and SSC theme of the LAA
- Undertake to attend meetings of the Steering Group on a regular basis to ensure continuity and consistency
- Members may nominate a substitute to attend meetings in their absence. Substitutes will have full voting rights, although substitutions must be notified to the Chair in writing in advance of any CSP meeting.
- Members will report on a regular basis to the Community Safety Executive Group on progress in delivering their contribution to the delivery of the Partnership Plan and associated action plans.
- Members must endeavour to effect change in their own organisation to ensure consistency and commitment for the effective delivery of the Community Safety Plan to support the mainstreaming of Section 17 of the Crime & Disorder Act 1998
- CSP Steering Group Chair (LSP theme Champion) will attend the LSP cross-cutting Sub-Group (or Vice Chair in absence of Chair).

5. Decision making

- A Steering Group meeting will be regarded as 'quorate' if **three or more** or voting members of the group are present.
- Where possible the Group will make decisions by consensus, if this is not possible, decisions will be agreed by simple majority
- The Chair of the Group will have a casting vote.

6. Performance management

- The Steering Group may appoint Task & Finish groups as needed to deal with specific issues relating to the work of the CSP. The Task and Finish Groups shall be time limited and shall operate within terms of reference set by the CSP. These Task and Finish Groups may be formed from groups already meeting.
- To monitor the CSP's performance and make necessary adjustments to action plans and service delivery as necessary to ensure effective and efficient delivery of priorities

- To monitor the delivery of the CSP Plan and action plans against agreed milestones and targets
- To receive quarterly performance reports from the Chairs of any subgroup; standing or otherwise, on the progress in delivering their CSP Plan and action plans.
- To share 'good practice' to improve service delivery and achieve shared aims and objectives.

7. Communication

- To jointly promote the achievements of the Community Safety Partnership by developing effective means of information sharing and engagement.
- 'Responsible authorities' will participate in regular 'Face the People' sessions and/or other community meetings, as necessary.
- To co-ordinate consultation and liaison with local communities to keep abreast of changing crime, disorder and anti-social behaviour trends and local concerns.

8. Data sharing

- The CSP Steering Group will produce, adopt and regularly review its 'Data Sharing Protocol' under S115 of the Crime & Disorder Act 1998 and Crime & Disorder (prescribed information) Regulations 2007 No.1831.
- Members will be signatories to the CSP's Data Sharing Protocol and adhere to its conditions, taking into account confidentiality issues and relevant data sharing legislation taking cognisance that some member organisations are non statutory.
- CSP Members should ensure the effective gathering, sharing and analysis of data between the CSP and LSP partners.
- 'Responsible authorities' will have a 'duty' to share depersonalised data on a quarterly basis.

9. Declarations of Interest and Probity Matters

Any member of the CSP, Performance Monitoring Group, Commissioning Group or Task and Finish Group (or their nominated representative at a meeting) who has either a personal or prejudicial interest in any matter under discussion or for decision must disclose that fact orally at the meeting and take no part in the consideration, discussion or voting in respect of that business, other than providing relevant information to enable a meaningful discussion. The Chair of the meeting will have the power to require the relevant member or representative to leave the room during discussion of the item, at the Chair's discretion.

For this purpose a “personal interest” and “prejudicial interest” shall have the same meaning as is given to those expressions in the model code of conduct for local authorities introduced pursuant to the Local Authorities (Model Code of Conduct)(England) Order 2001.

Adopted by Ribble Valley Community Safety Partnership Steering Group on day of

Members present

| Name | Organisation |
|------|--------------|
|------|--------------|

Members not present but agreeing to adoption by other means:

| Name | Organisation | Means |
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