

East & Mid Devon Community Safety Partnership

Terms of Reference

1. Purpose

- 1.1. The purpose of the East & Mid Devon Community Safety Partnership (CSP) is to ensure that East & Mid Devon remain safe places to live, work and visit.
- 1.2 The Partnership will develop priorities for action which require a collaborative approach and cannot be achieved by one organisation alone.

2. Responsibilities

- 2.1 To discharge the statutory responsibilities under The Crime & Disorder Act 1988; The Police Reform Act 2012; The Anti-Social Behaviour, Crime and Policing Act 2014 and The Police, Crime, Sentencing and Courts Act 2022 effectively.
- 2.2 To understand the community safety needs of the residents of East & Mid Devon and develop actions in response.
- 2.3 To work with the Safer Devon Partnership, Devon & Cornwall Police and the Office of the Police & Crime Commissioner where appropriate, to ensure local actions are aligned to their plans. This will include CSP representation at the Safer Devon Partnership (SDP) Board and associated meetings to ensure information flow between the Partnerships.
- 2.4 Where funding has been awarded as a result of a bid, the Partnership will ensure the effective spend of any grant allocation, and accountability, as set out in the grant terms and conditions.
- 2.6 To establish a mechanism for agreed priorities to be effectively progressed and monitored, supporting the operational sub-groups when that is required.

3. Governance

- 3.1 Membership of the partnership will include representatives from those agencies with a statutory responsibility for community safety as well as other key partners including voluntary and private sector who are in a position to collaborate on activity (See Appendix A)
- 3.2 The Partnership is a strategic group and each agency should reflect their representation with the appropriate authority.
- 3.3 CSP Statutory Members will be expected to attend the CSP meetings, and to assist with the delivery of the CSP Action Plan. Where this is not possible a suitable substitute should represent the organisation. Alternatively information or viewpoints can be submitted by email to the Community Safety Officers or CSP Chair, as can proxy voting.
- 3.4 Each partner retains their own existing line of accountability for community safety. While the Partnership does not have the power to direct other organisations it does have a role in identifying priorities and key areas for further work.

- 3.5 Membership of the partnership will be reviewed annually by the Management Group to ensure that it remains appropriate.
- 3.6 The Partnership Executive will elect a Chair and a Vice Chair at the first meeting of the calendar year. The election of these posts will be overseen by the Community Safety leads employed by East & Mid Devon Councils in their capacity as statutory convening bodies of the Partnership.
- 3.7 Where a Chair or Vice Chair has to stand down mid-term, the Executive will select a replacement at the next scheduled meeting, to take up the position until the first meeting of the calendar year.
- 3.8 Should the Executive consider that the Chair or Vice Chair are not fulfilling their role they may be asked to stand down as a result of a vote by the members of the Executive. A replacement would then be elected from amongst the membership.
- 3.9 The Chair shall be responsible for the operation of the meetings and in conducting any voting that is necessary. Decisions will generally be taken on the basis of consensus and agreement, failing that a simple majority vote will be used.
- 3.10 Each organisation represented at the Executive meeting of the partnership, both statutory and non-statutory shall have one vote. Where there is more than one attendee from an organisation, only one of the attendees may vote and this should be the main representative or their deputy as listed in Appendix A.
- 3.11 The Executive will be quorate when one third of the voting members are in attendance. Decisions of the Executive when quorate will be binding.
- 3.12 A Management Group comprising of the Chair, Vice Chair and both Council's Community Safety Lead Officers will be responsible for managing and advising on the day-to-day operation of the partnership and have the authority to take action on behalf of the Executive between meetings and reporting back to the Executive as necessary. Where the Chair and Vice Chair do not include Police representation, a seat on the Management Group will be allocated for Police nomination – to be agreed at the first CSP meeting of the calendar year.
- 3.13 The Management Group will identify key areas of work for progression for that particular financial year, and produce an annual Action Plan to that effect for approval by the Executive.
- 3.14 Representatives of organisations involved in the Community Safety Partnership may be invited to attend the Management Group meetings in an advisory capacity.
- 3.15 The Management Group will be responsible to the Executive for the financial, procedural, operational and disciplinary regulation of the partnership. Any alterations recommended by the Management Group will be subject to approval by a majority vote of the Community Safety Partnership Executive.
- 3.16 Voting for resolutions, recommendations or appointments within the Management Group shall be by majority vote. In the event of a tie, any resolution shall fail.
- 3.17 The Management Group are empowered to ensure that all policies and procedures are fully complied with by each member of the Community Safety Partnership.

4. Frequency

- 4.1 Executive meetings shall take place quarterly.
- 4.2 Management Group meetings will normally take place monthly, but can take place more regularly should it be deemed necessary by the Chair.
- 4.3 An Extraordinary Executive or Management meeting may be called by the Chair of the Partnership at any time between the set quarterly meetings, giving 7 days' notice to members of the relevant group.

5. Administration

- 5.1 The District Councils shall normally be responsible for administering the Executive meetings and distributing the minutes/action points. The minutes will be marked as confidential and only shared with CSP members and any other agreed partners.
- 5.2 The Executive Agenda will be prepared by the Community Safety Officers in consultation with the Management Group. Members will be asked for agenda items at least 10 working days before the meeting being held. All papers will be sent out at least 5 working days before the meeting date.
- 5.3 Tabling of items will not be permitted unless agreed by the Chair in advance of the meeting.
- 5.4 The Management Group is also the overall responsibility of the District Councils but the administration of the group may be delegated to the organisation that the Chair represents if this is felt to be more practical.
- 5.5 The Management Group Agenda will be prepared by the Chair in consultation with the Management Group.
- 5.6 Notes and/or action points will be distributed after the meeting.

6. Finance

- 6.1 The Partnership shall take opportunities to bid for funding to support priorities from a variety of sources. These funds will be held by whichever member organisation the funder deems appropriate, or this will otherwise be determined by the Management Group.
- 6.2 Progress reports on spend shall be a standing item of Community Safety Partnership Executive meeting agenda.

7. Operational Sub-Groups and Local Community Safety Groups

- 7.1 Operational Sub-Groups may be established to progress the priority areas set by the Executive.
- 7.2 Each sub-group will be overseen by a member of the Executive but may be chaired by another member of the sub-group.
- 7.3 The Executive member responsible for each group or their representative will provide a progress brief to the Executive as part of the Executive meetings, together with budget monitoring reports where applicable.

- 7.4 The Chair of each Operational Sub-Group will have discretion as to membership, frequency of meetings and will determine the best way of working to deliver joined-up service delivery. Terms of Reference should be drafted for each group, and approved by the Partnership Executive.
- 7.5 The Partnership may review any of its Operational Sub-Groups at an appropriate interval determined by the Executive in terms of its scope, membership, terms of reference and end date.

8. Scrutiny of the Community Safety Partnership

- 8.1 The Crime & Disorder (Overview and Scrutiny) Regulations 2009 require Councils to scrutinise Community Safety Partnership at least annually, to ensure that local issues have been effectively dealt with.
- 8.2 The CSP Chair, or agreed representative, will attend each District Councils' Scrutiny Committee annually to provide an update on priorities and activity.

9. Domestic Homicide Reviews

- 9.1 The relevant District Council's Lead for Community Safety (or nominated deputy) will sit on the Domestic Homicide Core Group when deciding whether a death meets the criteria to set up a Domestic Homicide Review.
- 9.2 The relevant District Council's Lead for Community Safety (or nominated deputy) will sit on the Domestic Homicide Review Panel to help co-ordinate any relevant actions arising across the Community Safety Partnership.
- 9.3 The Management Group will be required to read the final report written by the Independent Chair of the panel and give approval for the report to be submitted to the Home Office.
- 9.4 The Management Group will ensure that actions coming out of the review are discussed at the Executive Meetings of the Partnership, that the Executive respond to those which are relevant to the Partnership, and a written record is kept.

10. Safeguarding Adults Reviews

- 10.1 The relevant District Council's Lead for Community Safety (or nominated deputy) will engage with the Torbay and Devon Safeguarding Adults Partnership with regard to Safeguarding Adult Reviews (SARs) to ensure the effective contribution of knowledge and expertise, and to ensure that any actions or learning points arising are shared with the relevant services.

11. Review

- 11.1 This document will be reviewed every three years or sooner where there are changes in legislation, regulation, governance or membership that will affect the function of the Partnership.

Membership of Mid & East Devon Community Safety Partnership Executive

Sector	Organisation	Named representative or role	Voting rights
Statutory Partners			
	East Devon District Council	<ul style="list-style-type: none"> • Political representation - Cllr Jamie Kemp • Assistant Director – Environmental Health (Matt Blythe) • Community Safety Officer (Melody Trott) • Andy King – Tenancy Services Manager, Landlord Services. • Emma Congerton – Housing Strategy and Operations, Housing services. 	<ul style="list-style-type: none"> ✓ ✓
	Mid Devon District Council	<ul style="list-style-type: none"> • Political representation - Cabinet Member for Community & Leisure (Cllr David Wulff) • Head of Housing and Health (Simon Newcombe) • Community Safety Officer (Adrian Gardner) • Public Health & Housing Options Lead (Tanya Wenham) • Tenancy Management Operations Lead (Claire Fry) 	<ul style="list-style-type: none"> ✓ ✓
	Devon and Cornwall Police	<ul style="list-style-type: none"> • Chief Inspector • Mid Devon Neighbourhood Inspector (Inspector Mark Arthurs) • East Devon (Exmouth) Neighbourhood Inspector (Inspector Grant Leitch) • East Devon (Rural East) Neighbourhood Inspector (Inspector Phil Gray) 	<ul style="list-style-type: none"> ✓
	Devon County Council	<ul style="list-style-type: none"> • Political representation: <ul style="list-style-type: none"> ○ East – Cllr Marcus Hartnell ○ Mid – Cllr John Berry • Safer Devon Partnership Manager (Julie Richards) • Community Safety Policy Officer (Jenny Jurga) • Children and Young People Early Help Service Manager (Ian Flett) 	<ul style="list-style-type: none"> ✓ ✓ ✓

To clarify as a statutory partner	Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly	<ul style="list-style-type: none"> Commissioning Officer (Amanda Wells) Deputy - Commissioning Support officer (Dean Wait) 	✓
	Devon and Somerset Fire & Rescue Service	<ul style="list-style-type: none"> Group Commander (Ben Williams) 	✓
	NHS One Devon Integrated Care Board (Eastern Area)	<ul style="list-style-type: none"> Michele Thornberry 	✓
	Probation Service	<ul style="list-style-type: none"> Head of Devon and Torbay Prison & Probation Service (Louise Arscott) Senior Probation Officer 	✓
Key Partners	This section still to be reviewed and populated		
Voluntary Sector	Space Youth Services	Ben Goodman	
Diverse Communities.			
Business			
Education			

Note – The Appendix A membership list to be updated periodically by the CSP Management Group with any significant changes agreed by the Executive.