

Safer Communities Strategic Group (BCP CSP)

Terms of Reference

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| Date/version: May 2021 v.3.0 | Revision Date: March 2023 |
| Accountable to: BCP CSP Executive Board | Responsible for: Partnership Coordinating Group, the ASB Coordinating Group, and the Public Safety Coordinating Group |

1. Introduction

- 1.1 These Terms of Reference set out the ground rules for the operation of the Safer Communities Strategic Group, which is a sub-group of the Bournemouth, Christchurch, and Poole Community Safety Partnership, (BCP CSP). They apply equally to all members of the group, unless otherwise stated, and are designed to support members in understanding their roles and responsibilities. They are also to support the business of the group and to ensure effective, professional, and transparent working.
- 1.2 The BCP CSP is the statutory community safety partnership in the Council area of Bournemouth, Christchurch, and Poole. It is the lead partnership body in the conurbation with statutory obligations to reduce crime, anti-social behaviour, and disorder, including re-offending, and substance misuse, and to promote community confidence. The CSP is a statutory partnership with duties under the Crime & Disorder Act 1998 and as amended by the Police & Justice Act 2002, the Domestic Violence, Crime and Victims Act 2004, the Police and Justice Act 2006, Policing and Crime Act 2009, the Police Reform and Social Responsibility Act 2011 and the Health and Social Care Act 2012.
- 1.3 The Partnership's vision is **“to make Bournemouth, Christchurch and Poole a safer and healthier place where communities and businesses thrive and where residents and visitors feel safe and welcomed.”**
- 1.4 The Partnership's mission is to provide clear strategic vision and leadership in improving safety in the conurbation for residents, businesses, and visitors. It will work to address crime and anti-social behaviour, using data, insight, and a combination of communication, engagement, prevention, early intervention, and enforcement, and will work closely with the community to provide support to victims, especially those who are vulnerable.

2. Purpose and scope of the Safer Communities Strategic Group

- 2.1 The Safer Communities Strategic Group is a medium-term strategic management board of BCP CSP, to which it will provide performance updates as directed. The Group is a multi-agency partnership, working to enable the sharing of knowledge and ensuring early intervention with prompt, positive action to tackle local community safety concerns and address vulnerabilities.
- 2.2 The purpose of the Group is to develop strategies and direct tactical plans that are:
 - Evidence-based and intelligence-led
 - Supported by appropriate skills and knowledge
 - Sustainably resourced and locally appropriate
 - Engaging and involving communities
 - Preventative and intervening as early as possible
 - Focussed on long-term improvements and benefits
- 2.3 The responsibility of the Group is to identify and coordinate responses to reduce harm, including anti-social behaviour, cybercrime and fraud, hate crime, criminal exploitation, criminal damage,

and road and fire safety. Key to the work of the group is the coordination of community engagement, including consultation and participation.

- 2.4 The Group will work closely with the Community Safety Analyst to conduct deep dive assessments of community safety issues so that relevant strategies may be developed. Issues will be analysed to understand the impact on victims, communities and the environment; the likelihood, based on frequency, volume, trend forecast; and partnership agencies' reputation and politics, capacity and capability.
- 2.5 The Group will deliver its responsibility in the following ways:
- By promoting the appropriate sharing of information for the purpose of reducing crime and disorder
 - By identify patterns of victimisation or offending behaviour and developing short-term strategies and action plans to address them
 - By engaging communities to understand their concerns and facilitating their involvement in improving safety in the community
 - By commissioning activities that are preventative and intervening early, through the pooling of resources, joint planning, and joint commissioning. This could include identifying funding opportunities, supporting bid-preparation and commissioning services.
 - By agreeing tactical plans, in support of Task and Finish groups, problem-solving groups or other delivery mechanism, in accordance with the priorities, objectives and targets of the CSP
 - By monitoring the proportional impact of crime and disorder, including victimisation, and develop strategic approaches to address identified disproportionalities.
 - By commissioning the annual strategic assessment of levels and trends of crime and anti-social behaviour
 - By working with other CSP Strategic Groups to approve the annual crime reduction plan, for discussion and agreement by the BCP CSP Executive Board

3. Group Membership

- 3.1 The membership of the Group will include senior service-representatives of the responsible agencies in the CSP and other partner agencies. The multi-agency membership brings together senior leaders to achieve effective strategic co-ordination in improving safety and reducing crime. The Group will operate in line with values of fairness, dignity, and respect, will be inclusive and collaborative, and will take collective ownership of decisions made.
- 3.2 All members have the responsibility to:
- Attend each meeting or assign an appropriate deputy in their absence
 - Work together towards safer communities in Bournemouth, Christchurch, and Poole
 - Make decisions on behalf of the organisation they represent (incl. deputies)
 - Promote the work of the BCP CSP within their organisation
 - Promote the adoption of a 'whole systems approach,' and effective practice
 - Apply a public health approach to addressing issues
 - Encourage mainstreaming of community approaches under Section 17 of the Crime and Disorder Act, 1998.
- 3.3 Standing members: (service representatives)
- Community Safety Service
 - Police
 - Housing
 - Fire & Rescue services
 - Mental Health services

- Adults and Children Safeguarding services
- Victim Support/Mediation services
- Supporting People services (e.g., drugs/alcohol)
- Environmental Enforcement services
- Street Enforcement services
- Trading Standards and Licensing services

3.4 This group often deals with confidential matters and membership is not generally opened to members of the public. If members of the public are invited in response to agenda items, the group will ensure confidentiality is maintained, with such matters discussed in closed sitting involving the standing members, before or after members of the public are in the meeting.

4. Meetings

- 4.1 The Police will chair the meeting.
- 4.2 The agenda items will be generated from the work plan and emerging community safety issues. Verbatim minutes will not be recorded, and the actions log will be circulated by email at least 5 working days in advance of each meeting. Group members are required to act on their assigned actions and report at the following meeting of the group.
- 4.3 Incomplete actions will be reviewed at the following meeting.
- 4.4 The quorum for meetings of the Group will be half the membership. The absence of representatives from individual partner agencies will therefore not halt business proceedings. However, inclusion of agencies in any formal agreement or resource commitment will not be confirmed without the prior agreement of the specific agency concerned.
- 4.5 The Group's work may result in the formation of Task & Finish groups to tackle specific issues as requested by the Group chair. Task & Finish groups will be required to provide an update at the Group meetings.

5. Accountability

- 5.1 The Group is accountable to the BCP CSP Executive Board. The Chair of the group will complete a quarterly brief reporting template with updates on the group's activities, progress, and challenges. The group's Chair may be invited to provide verbal commentary to the CSP as directed by the CSP Chair.
- 5.2 Agencies and services are required to assign a permanent representative to attend the Group meetings. Representatives are expected to have appropriate authority to make decisions and allocate resources relevant to the work of the Group.

6. Review

- 6.1 The ongoing relevance of the group will be reviewed annually to ensure congruence with the CSP's priorities for the upcoming period. The CSP's priorities may change on a cyclical basis, depending on national, regional or local government policies, crime statistics and available resources.

7. Information sharing and confidentiality

- 7.1 The following key principles guide the sharing of information among members of BCP Community Safety Partnership and consequently members of the Group.

- a. Partner agencies endorse, support, and promote the accurate, timely, secure, and confidential sharing of both person identifiable and anonymised information for the sole purpose of reducing crime and anti-social behaviour, reducing illegal use and distribution of illicit substances, reducing re-offending and in preventing terrorism.
- b. Agencies are fully committed to ensuring that if they share information, it is in accordance with their legal, statutory, and common law duties, and, that it meets the requirements of any additional guidance.
- c. All agencies have in place policies and procedures to meet the national requirements for GDPR, Data Protection, Information Security, and Confidentiality. The existence of, and adherence to, such policies provide all agencies with confidence that information shared will be transferred, received, used, held, and disposed of appropriately.
- d. Agencies acknowledge their 'Duty of Confidentiality' to the people they serve. In requesting release and disclosure of information from other agencies, employees and contracted volunteers will respect this responsibility and not seek to override the procedures which each organisation has in place to ensure that information is not disclosed illegally or inappropriately. This responsibility also extends to third party disclosures; any proposed subsequent re-use of information which is sourced from another agency should be approved by the source organisation.
- e. An individual's personal demographic information will only be disclosed to facilitate the process of making or modifying and implementing plans to support the reduction of future harm for very high-risk adults, for example, those who would not necessarily come to attention or may not meet criteria for statutory services. For all other purposes, information must be anonymised.
- f. Where information is shared, to facilitate safety planning and risk-reduction, only that which is needed and relevant will be shared. This will be on a "need to know" basis.
- g. Partner agencies will ensure that all relevant staff are aware of, and comply with, their responsibilities in regard both to the confidentiality of information about people who are in contact with their agency and to the commitment of the agencies to share information.
- h. All staff will be made aware that disclosure of personal information, which cannot be justified on legal or statutory grounds, whether inadvertently or intentionally, could be subject to disciplinary action.
- i. Partner agencies are responsible for putting into place effective procedures to address complaints relating to the disclosure of information, and information about these procedures should be made available to service users.