

# Bournemouth, Christchurch, and Poole Community Safety Partnership (CSP)

## Constitution and Ways of Working

(Version 2 – May 2021)

### **Vision statement:**

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.

### **Mission:**

To provide clear strategic vision and leadership in improving safety in the conurbation for residents, businesses, and visitors. We 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.

### **A summary of the CSP's obligations is as follows:**

- To set up a strategic group to direct the work of the partnership
- To engage and consult with the community about their priorities
- To set up protocols and systems for sharing information
- To analyse a wide range of data in an annual strategic assessment
- To set out a partnership plan and monitor progress
- To produce a strategy to reduce re-offending
- To commission domestic violence homicide reviews
- To Prevent people from being drawn into terrorism

## **1. Introduction**

- 1.1 This Constitution of the Bournemouth, Christchurch, and Poole Community Safety Partnership (CSP) sets out the key principles that will govern:
  - membership, roles, and responsibilities
  - accountability engagement and transparency
  - ways of working – key principles
  - governance structures and decision-making.
- 1.2 Effective partnership-working between public, private, community and voluntary bodies and agencies is recognised as the best way forward to address the complex cross-cutting crime and safety issues that confront the large and diverse population of Bournemouth, Christchurch, and Poole (BCP).
- 1.3 Creating and managing effective partnerships brings a range of challenges, particularly in relation to how partners 'pool' their decision-making capacity and resources, agree roles and responsibilities of membership and maintain accountability to service users and the public.
- 1.4 This Constitution therefore provides a set of rules to provide transparency to both partners and the public about how the Bournemouth, Christchurch and Poole CSP is meant to function as an effective and excellent community safety partnership.

## **2. About BCP CSP: our vision & mission**

- 2.1 The BCP Community Safety Partnership ('the Partnership') is the statutory 'community safety partnership' (CSP) for the local authority area of Bournemouth, Christchurch, and Poole.
- 2.2 The Partnership brings together the key statutory public bodies with community, voluntary and private sector partners for the purpose of reducing crime, anti-social behaviour, domestic and sexual abuse/violence, substance misuse and reoffending in BCP. This is in line with the council's commitment in the Corporate Strategy to work with partners to deliver results together.
- 2.3 The Partnership aims to achieve this purpose by:
  - a) Providing effective BCP-wide leadership on community safety and crime reduction.
  - b) Bringing together the key statutory agencies and other private, voluntary and community partners to enable effective joint-working and partnership activity.
  - c) Supporting responsive service delivery, led by intelligence and evidence-based approaches.
  - d) Promoting the safeguarding of children and vulnerable adults, in particular their protection from maltreatment, exploitation, abuse, crime, and anti-social behaviour.
  - e) Engaging the conurbation's diverse communities and residents and providing accountability and transparency to increase public confidence and enhance perceptions.
  - f) Ensuring that communities and residents are engaged and informed about crime, offending and substance misuse in the conurbation, listening to what is of most concern to them and acting to tackle those issues in a timely and effective manner.
  - g) Ensuring that agencies represented in the Partnership share information and intelligence effectively to support victims and tackle offending.

- h) Promoting the interests of public protection and safety with effective communications and public relations.

- 2.4 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."**
- 2.5 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.
- 2.6 The Partnership's priorities for reducing crime, anti-social behaviour, substance misuse and reoffending will be expressed in an annually revised Partnership Plan to be published in May each year.

### **3. Membership, roles, and responsibilities**

#### **Core membership: the "responsible authorities"**

- 3.1 The core members of the Partnership are the **"responsible authorities"** that have a statutory duty under the Crime and Disorder Act 1998 to maintain a CSP for the conurbation and to collaborate in identifying the priorities for reducing crime, anti-social behaviour, substance misuse and reoffending. The partners are jointly and severally liable for the work of the Partnership and members should have sufficient authority to make decisions and allocate resources.
- 3.2 The "responsible authorities" are:
  - Bournemouth, Christchurch & Poole Council
  - Dorset Police
  - Dorset Clinical Commissioning Group
  - Dorset & Wiltshire Fire Authority
  - Dorset, Devon & Cornwall Community Rehabilitation Company (The Probation Service)
  - National Probation Service (The Probation Service)
- 3.3 The Partnership has a reciprocal duty to co-operate with the Office of the Police and Crime Commissioner and may co-opt additional members by agreement.
- 3.4 The "responsible authorities" have the following statutory partnership responsibilities:
  - a) To maintain and attend a strategic group to lead the Partnership, ensuring that all responsible authorities and relevant elected members are represented on the CSP Executive.
  - b) To produce a Strategic Assessment at least once a year, using a wide variety of data as part of an intelligence-led problem-solving approach.
  - c) To collaborate and commit to working together to formulate and implement appropriate strategies and plans for reducing crime, anti-social behaviour, substance misuse and reoffending in the conurbation.
  - d) To regularly review and evaluate the effectiveness of strategies and delivery plans, considering emerging concerns and ensure they are fed into the strategic assessment cycle.

- e) To publish a refreshed Community Safety Plan annually
- f) To exchange data, information, and intelligence as necessary, in particular:
  - to agree an information-sharing protocol to govern the sharing of information between the partners.
  - to nominate a designated liaison officer to facilitate the sharing of information.
  - to share certain sets of depersonalised data on a regular basis.
- g) To coordinate, pool, align and share resources and make financial contributions as necessary to support the work of the Partnership.
- h) To consult with local communities about community safety issues in their areas and the issues residents think should be prioritised.
- i) To cooperate and work with other relevant partnerships in the conurbation, such as the Adult Safeguarding Board, the Children's Safeguarding Partnership, and the Health & Wellbeing Board.
- j) To cooperate with and support the Council's designated Overview and Scrutiny Committee, responsible for considering crime and disorder matters.
- k) To take responsibility for any BCP based Domestic Homicide Reviews.

**Other membership: 'cooperating' and 'participating' bodies**

- 3.5 The "responsible authorities" must also plan for the active involvement of 'cooperating bodies' and 'participating bodies and persons' from the community, voluntary and private sectors that are key stakeholders in crime reduction or that represent key communities of interest with a stake in crime reduction.
- 3.6 Other such community safety partners that may be invited to attend meetings of the Partnership include the following:
  - a) Dorset & Wiltshire Fire & Rescue Service
  - b) Dorset Combined Youth Justice Service
  - c) Office of the Police & Crime Commissioner
  - d) Community and Voluntary Sector Representatives
  - e) BCP Council Officers (Place and People: Community Safety, Children's, Adults and Housing)
  - f) Dorset Healthcare Trust
  - g) Representatives from the Children's Safeguarding Partnership and the Adults Safeguarding Board
  - h) Local/regional Mental Health Trust
  - i) The Crown Prosecution Service
  - j) The Prison Service
  - k) British Transport Police
  - l) Registered social housing providers in Bournemouth, Christchurch, and Poole
  - m) School governing bodies
  - n) Local Universities and Colleges

- 3.7 The "responsible authorities" shall maintain a list of all bodies and persons designated as 'cooperating or participating bodies and persons' for the purpose of community safety engagement and will formally consult these bodies regarding the annual revision of the Partnership Plan and the priorities for reducing crime, anti-social behaviour, substance misuse and re-offending.

### **Councillor representation**

- 3.8 Bournemouth, Christchurch, and Poole Council area comprises 33 wards with 76 elected councillors to represent residents. The Leader of the Council is responsible for the overall strategy of the Council, including appointment of the Cabinet. The Cabinet will provide leadership on improving Council's functions, including all the functions relating to community safety and crime reduction. Therefore, in addition to the Chief Executive or Corporate Director representing the Council as a 'responsible authority', the relevant Cabinet Member, shall also represent the Council on the Partnership's Executive.

### **Responsibilities: meeting attendance**

- 3.9 Bodies or persons who are members of any of the Partnership's decision-making bodies (see Section 6, below), have a responsibility to attend meetings and to participate in making and implementing decision.
- 3.10 Bodies should be represented at meetings at the appropriate senior official level commensurate with the level of decision-making that is required from that meeting.
- **strategic meetings** – chief or deputy chief officer, executive managerial and board of directors' level.
  - **Tactical and operational meetings** – director, head of service, senior and middle managerial level.
- 3.11 Members of the Partnership's decision-making bodies shall nominate an appropriate substitute to attend in their place if they are unable to attend a meeting of a decision-making body.
- 3.12 Repeated non-attendance, or failure to attend three consecutive meetings, without reasonable explanation or apology, will be brought to the attention of the BCP CSP Executive and the agency or body being represented by that member.

### **Responsibilities: conduct**

- 3.13 BCP CSP members are committed to the Ten General Principles of Public Life, which are in Appendix 1 of this Constitution.

## **4. Accountability, engagement, and transparency**

- 4.1 Effective engagement and involvement of Bournemouth, Christchurch and Poole's diverse communities, service users and residents is critical to the achievement of the Partnership's aspiration to be an excellent crime and disorder reduction partnership.

- 4.2 The Partnership also holds the primary accountability in the conurbation for the reduction of crime, disorder, substance misuse and reoffending. The responsible authorities, though they retain their separate and distinct identities and responsibilities, recognise that only by pooling and aligning their efforts can the BCP CSP achieve the vision as set out in this Constitution.

### **Key principles**

- 4.3 The Partnership will conduct its business and take decisions in an accountable and transparent manner and will actively engage with communities, residents, and service users to inform the development of its priorities, objectives and targets.
- 4.4 It will do this by:
- working with Bournemouth, Christchurch and Poole's wards and neighbourhoods.
  - working with the Neighbourhood Panels or other such local arrangements.
  - making all agendas, papers, and minutes of its meeting public, except in rare circumstances.
  - maintaining an explicit commitment to work with identified 'participating bodies and persons.
  - supporting the representational role of local ward councillors.
  - supporting the Council's scrutiny review function.
  - having a Communications Plan and Community Engagement Strategy.

### **Supporting Councillors' participation**

- 4.5 Bournemouth, Christchurch, and Poole have 76 directly elected councillors representing 33 wards and they embody the Council's community leadership and representation role.
- 4.6 In addition to the relevant Cabinet Member, who will be a member of the CSP Executive, other councillors are able to engage in the work of BCP CSP in the following ways:
- a) By the opposition spokesperson(s) for crime, community and/or public safety issues being able to attend and speak at the Executive.
  - b) Through involvement with the ward-based Neighbourhood/Community Panels.
  - c) By addressing Council questions, motions, and petitions to specific areas of the Partnership's work.
  - d) By invoking, as a last resort, the Councillor Call for Action to refer persistent local problems of crime, anti-social behaviour, and substance misuse or re-offending to the Council's Overview and Scrutiny Committee.
- 4.7 The Partnership shall provide appropriate and reasonable support, briefing and face to face meetings as requested by councillors in support of their community representational role.

### **Supporting the Council's Scrutiny function**

- 4.8 The Council has a statutory duty to maintain a committee of councillors to scrutinise 'crime and disorder matters' that include the relevant functions of the responsible authorities and cooperating bodies that are members of Bournemouth, Christchurch and Poole CSP.

- 4.9 The Council's Overview and Scrutiny Committee will review, scrutinise, report, and make recommendations as regards the discharge of any of the responsible authorities' or cooperating bodies' functions that relate to the reduction of crime, anti-social behaviour, substance misuse or re-offending.
- 4.10 The responsible authorities and cooperating bodies represented on the BCP CSP have a statutory duty to cooperate with all reviews, hearings and enquiries conducted by this Committee and will provide information and the attendance of officers or members at meetings as necessary to support the Committee's work.
- 4.11 If the Committee issues a report or recommendations that relate to the functions of the BCP CSP or to a responsible authority or a cooperating body, then that authority or body will respond in writing within 28 days of the report or recommendations.

### **Engaging with private, community and voluntary sectors**

- 4.12 BCP CSP cannot function as an 'excellent' CSP without establishing strong partnership relations with local businesses, community, and voluntary groups and the '3rd Sector'.
- 4.13 The Partnership recognises Bournemouth, Christchurch, and Poole's businesses as key 'participating bodies' of the Partnership and will seek to co-opt one representative of the business community as a member of the Executive on an annual basis.
- 4.14 The Partnership will co-opt representatives from the community and voluntary sector in BCP, to membership of the Executive on an annual basis.
- 4.15 The designated 'participating bodies' of Bournemouth, Christchurch and Poole CSP in the private, voluntary and community sectors are recognised as the primary consultees for the annual Partnership Plan and the Partnership must have regard to their views before publishing any revised or updated version of the Plan.

### **Transparency: commitment to working in public**

- 4.16 BCP CSP is an open, public partnership body and will conduct its decision making in a transparent manner.
- 4.17 All agendas, papers, and minutes of the Bournemouth, Christchurch and Poole CSP Executive shall be made public and placed on the council's or Partnership's website unless they are specifically identified as 'exempt items' by the Chair of the Partnership.
- 4.18 Exempt items shall only include items classified as 'exempt' for the purposes of the Freedom of Information Act, in particular:
- information that includes personal information about a named or identified person.
  - information whose release would or would be likely to cause significant harm to the purposes of law enforcement.
  - information which is or has been held for the purposes of a criminal investigation or which is or has been held for criminal proceedings conducted by a public authority; or which was obtained or recorded for various investigative functions from confidential sources and relates to those confidential sources.
  - information whose disclosure would prejudice the effective conduct of public affairs.

- 4.19 The Partnership recognises that the exemptions to access in the Freedom of Information Act may allow the Partnership not to release a document but do not prevent it from releasing that document.
- 4.20 The CSP Executive shall also make provision for other 'community events' to be held in the course of the year at which residents and the public can have access to and can engage with the Partnership, its members and/or any of its decision-making bodies.

### **Community Engagement Strategy**

- 4.21 The CSP Executive shall conduct an annual strategic review of how the Partnership has engaged in the previous 12 months with communities and residents in the conurbation and make proposals for further engagement in the year ahead.
- 4.22 The strategic review will include:
- the list of persons and bodies designated as 'participating bodies' of Bournemouth, Christchurch and Poole CSP.
  - all public meetings and community events undertaken by the Partnership in the previous 12 months.
  - any other relevant engagement activities.
  - relevant analytical data relating to public perceptions, attitudes, and confidence.
  - recommendations and proposals for community engagement by the Partnership for the next 12 months.

### **Communications Strategy**

- 4.23 A two-way communication process is a key ingredient to success, as it allows our residents to provide feedback on their concerns and it allows agencies to respond in an open and inclusive way. The BCP CSP will minimise duplication by aligning communications plans with other strategic boards.
- 4.24 The CSP shall aim to provide an effective communication process that raises awareness of the work of the BCP CSP and seek to communicate with key audiences in a way that will increase community engagement and involvement and address those behaviours and issues that directly affect individuals and communities.
- 4.25 The aims of the BCP CSP communications strategy are as follows:
- To raise the profile of the Community Safety Partnership, its aims, outcomes, and initiatives
  - To improve community confidence and gain community support, engagement, and involvement in identifying and addressing priorities
  - To raise awareness of safety measures and what is acceptable and safe behaviour in daily life
  - To gain a better understanding of behaviour, promoting an environment where unacceptable and offending behaviour is challenged and discouraged, and social norms are reinforced
  - To reduce the fear and perception of crime, substance misuse, anti-social behaviour, and adverse impact to the environment.



- 4.26 In addition, the BCP CSP shall encourage and facilitate a multi-agency approach for all engagement with residents and stakeholders, to communicate with and to understand the issues within individual communities.
- 4.27 The CSP shall coordinate communication activities across the wider Partnership so that all partners working within the CSP are working towards shared communication aims and outcomes.

### **Information sharing and confidentiality**

- 4.28 The following key principles guide the sharing of information among members of the BCP CSP.
- 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.

## **5. Ways of working: key principles**

### **The principle of consensus working**

- 5.1 The goal of decision making in the Partnership is the successful implementation of the Partnership Plan to promote the safety and well-being of Bournemouth, Christchurch and Poole's residents, businesses, and communities.
- 5.2 To achieve this, successful partnership working is essential, and this can only be secured if decisions are taken by consensus at all levels of the Partnership.
- 5.3 Chairs of the Executive, Strategy groups and the Task & Finish Groups will always seek to achieve consensus between the partners following open discussion before adopting a decision.
- 5.4 Only if it is genuinely impossible to achieve consensus in a meeting will the Chair proceed to a vote, whereby decisions shall be resolved by a simple majority of those present and voting.

### **Quorum**

- 5.5 In support of the consensus principle, Partnership meetings must be sufficiently attended to take legitimate decisions.
- 5.6 The quorum for Partnership meetings is as follows:
  - the Executive: one third of the total membership with at least three of the "responsible authorities" and at least one 'cooperating' or 'participating' body or person.
  - the Partnership Strategic Sub-Group: half of the membership.
  - the Partnership Operational Sub-Group: half of the membership.

### **The principle of managing by exception and delegated decision making**

- 5.7 The overarching principle of decision making in the Partnership is that of management by exception. This means effective delegation so that decisions are made at the lowest appropriate level and are only escalated to higher levels within the Partnership in cases where activity and/or expenditure is off-target or at risk.

### **Managing Critical Incidents**

- 5.8 For the purposes of this Constitution, a critical incident is one that may raise serious community concerns or seriously effect community confidence. As such, a community safety critical incident is defined by any of the following:
  - any crime or disorder incident resulting in death of a member of the community
  - any crime or disorder incident resulting in life-changing or life-threatening conditions for a member or members of the community
  - any public disorder incident, which is likely to cause disruption among residents and the public

- any incident (or series of incidents) of significant repugnance, likely to stir up hatred, retaliation, or widespread disapproval in the community, such as hate or sex crimes
- any incident that has gained or likely to gain significant media attention, or which could have reputational risk for the police and / or the council
- any other crime or disorder incident judged by the police to be a critical incident.

5.9 The responsible authorities represented on the Bournemouth, Christchurch and Poole CSP shall agree a Procedure for managing critical incidents in the conurbation. The Procedure will include:

- arrangements for identifying a critical incident and ensuring relevant members of the Partnership are informed
- arrangements for exchanging information and intelligence about the incident between the partners
- arrangements for organising a response to the incident
- arrangements for follow-up and monitoring of community confidence in the aftermath of an incident.

## 6. Governance structures and decision-making

6.1 The governance of the Partnership will be divided between three levels of decision making:

- **The BCP CSP Executive Board** - responsible for the strategic leadership and direction of the Partnership.
- **The BCP CSP Partnership Strategy Groups** - responsible for commissioning, managing, and coordinating delivery and implementation of the priorities adopted by the CSP Executive.
- **The BCP CSP Task and Finish Groups** - are responsible for 'day to day' operational management and delivery against action plans and to meet performance targets adopted by the CSP Executive and the strategic/tactical sub-groups.

# **The Bournemouth, Christchurch, and Poole Community Safety Partnership (CSP)**

## **Executive Board – Terms of Reference**

### **1. Introduction**

- 1.1 The BCP CSP is the statutory<sup>1</sup> 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.
- 1.2 The BCP CSP Executive Board is responsible for:
- (a) maintaining a strategic perspective and providing overall direction and leadership for the Partnership
  - (b) receiving and approving an annual 'Strategic Assessment' of levels, trends and patterns of crime, anti-social behaviour, substance misuse and re-offending in Bournemouth, Christchurch, and Poole
  - (c) based on the Strategic Assessment, agreeing annual priorities and targets for reducing crime, anti-social behaviour, substance misuse and reoffending and approving the publication of an annual Partnership Plan embodying these priorities
  - (d) providing accountability to government, the responsible authorities, communities, and residents for the reduction of crime, anti-social behaviour, substance misuse and reoffending in the conurbation
  - (e) providing financial accountability and acting as budget holder for any monies, revenue or grants received in support of the working of the Partnership
  - (f) conducting an annual review of the Partnership's capacity and capability to meet its statutory requirements
  - (g) putting in place arrangements for the sharing of information between the "responsible authorities".

### **2. Membership of the CSP Executive Board**

- (a) the Chief Officers of each of the "responsible authorities" (or their nominees)
  - (b) the Council's Cabinet Member holding the portfolio that encompasses community safety, crime reduction, substance misuse and re-offending
  - (c) representatives of such 'cooperating' or 'participating bodies' or other such persons as the "responsible authorities" may invite to attend specific meetings or take membership.
- 2.1 The Council's and other agencies' strategic leaders with statutory responsibility for safeguarding adults, children, and young people and for the youth justice services, will attend the CSP Executive by invitation.
- 2.2 The Chairs of the CSP Partnership Strategy Groups shall attend meetings of the Executive by invitation and serve as principal advisors to the Partnership.

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<sup>1</sup> The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007.

- 2.3 The Executive shall also be advised by the following officers who shall attend its meetings:
- (d) the Council's Chief Officer/Executive Director(s) responsible for the public realm/physical environment and for housing
  - (e) the Council's director(s) responsible for community safety
  - (f) the Police Chief Constable with relevant responsibilities
  - (g) representative from the Office of the Police and Crime Commissioners
  - (h) any other officer or official of any of the 'responsible', 'cooperating' or 'participating' bodies as the CSP Executive shall determine.
- 2.4 The CSP Executive shall meet no less than **4** times a year (i.e., quarterly).
- 2.5 The quorum for meetings of the CSP Executive shall be one third of the total membership, with at least three of the "responsible authorities" and at least one 'cooperating' or 'participating' body or person.
- 2.6 'Highlight Reports' to the CSP Executive will be delivered via the Chairs of the Partnership Strategy Groups. Highlight reports will summarise strategic progress and challenges as well as the activities of the Sub-Groups, including progress against action plans and any other significant partnership-related issues, barriers, or successes.

### **3. Chairing arrangements for the CSP Executive Board**

- 3.1 The Chair of the BCP CSP will chair the Executive Board.
- 3.2 The Chair of the BCP CSP will be appointed annually by the members of the Executive Board and must be a representative of one of the "responsible authorities". The Executive, at its discretion, may appoint Co-Chairs.

### **4. Role of CSP Executive Board members**

- 4.1 The CSP Executive Board members will have the following responsibilities:
- (a) To make decisions on behalf of the organisation they represent
  - (b) To promote the work of the BCP CSP within their organisation
  - (c) To promote and deliver the goals of the Community Safety Plan
  - (d) To promote understanding and ensure application of the evidence base in both strategic direction and operational delivery
  - (e) To carry out functions assigned in the Community Safety Plan formulated by the local authority in collaboration with partners
  - (f) To promote the adoption of a 'whole systems approach', and effective practice
  - (g) To apply a 'public health approach' to addressing issues
  - (h) To encourage mainstreaming under Section 17 of the Crime and Disorder Act, 1998
  - (i) To ensure they have up to date knowledge of the evidence base relating to priorities in the Community Safety Plan

# **The Bournemouth, Christchurch, and Poole Community Safety Partnership (CSP)**

## **Partnership Strategy Groups – Terms of Reference**

### **1. Introduction**

- 1.1 These terms of reference set out the ground rules for the operation of the BCP CSP Partnership Strategy Groups. They apply equally to all members of the groups, unless otherwise stated, and are designed to support members in understanding their roles and responsibilities. They are to support the business of the groups and to ensure effective, professional, and transparent working.
- 1.2 The BCP CSP is the statutory<sup>2</sup> 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.

### **2. Purpose of the Partnership Strategy Groups**

- 2.1 The Partnership Strategy Groups (PSG) act as the 'management boards' for the Partnership, managing and coordinating delivery of strategic priorities, objectives and targets. The groups are accountable to the CSP Executive for all delivery, management, and performance issues in relation to the work of the Partnership.

### **3. Responsibilities of the Partnership Strategy Groups**

- 3.1 The principal responsibilities of the PSGs are:
  1. To promote the appropriate sharing of information to increase the safety, health, and wellbeing of individuals.
  2. To encourage integrity, openness and honesty between agencies, and foster trust amongst partners by valuing their participation and empowering them to ensure positive outcomes.
  3. To prepare an annual, statutory, Strategic Assessment of levels and trends for crime, anti-social behaviour, substance misuse and reoffending in the conurbation.
  4. To advise the CSP Executive, following the Strategic Assessment, regarding revision of priorities and targets for reducing crime, anti-social behaviour, substance misuse and reoffending.
  5. To prepare an annual Partnership Plan accordingly for discussion and agreement by the CSP Executive.
  6. To agree Delivery Plans developed by the Task and Finish Groups in accordance with the priorities, objectives, and targets of the Community Safety Plan.
  7. To support the commissioning of prevention, intervention, and enforcement activities through the pooling of resources, joint-planning and joint-commissioning. This includes identifying funding opportunities, preparing bids and commissioning.
  8. To monitor delivery and manage performance of the Task and Finish Groups.

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<sup>2</sup> The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007.

#### **4. Membership of the Partnership Strategy Groups**

- a. The PSGs are multi-agency bodies that bring together senior leaders to achieve effective strategic co-ordination in specified priority areas. The PSGs will operate in line with values of fairness, dignity, and respect, will be inclusive and collaborative, and will take collective ownership of decisions made.
  - b. The relevant Task and Finish Group Chair
  - c. Relevant officers with knowledge of the groups' priorities and strategic links
  - d. The Council's Service Director for Community Safety (or equivalent) and the police constable responsible for partnerships shall act as principal advisors to the PSGs and shall attend their meetings.
- 4.1 These groups often deal with confidential matters and membership is not opened to members of the public. If members of the public are invited in response to agenda items, the groups 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 meetings.

#### **5. Role of Members**

- a. To work together towards safer communities in Bournemouth, Christchurch, and Poole
- b. To make decisions on behalf of the organisation they represent
- c. To promote the work of the BCP CSP within their organisation
- d. To promote understanding and ensure application of the evidence base in both strategic direction and operational delivery
- e. To carry out functions assigned in the Community Safety Plan formulated by the local authority in collaboration with partners
- f. To promote the adoption of a 'whole systems approach', and effective practice
- g. To apply a public health approach to addressing issues
- h. To encourage mainstreaming under Section 17 of the Crime and Disorder Act, 1998.

#### **6. Meetings**

- 6.1 The PSGs shall be chaired by senior officers (service directors, heads, or commissioner levels).
- 6.2 The agenda items will be generated from group discussions and finalised by the Chair in discussion with a lead officer in the Council's Safer Communities team. There will be a minimum of 8 meetings each year. Verbatim minutes will not be recorded, and meeting papers 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 back at the following meeting of the group.
- 6.3 The quorum for meetings of the PSGs 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.

# **The Bournemouth, Christchurch, and Poole Community Safety Partnership (CSP)**

## **Task & Finish Groups – Terms of Reference**

### **1. Introduction**

- 1.1 These terms of reference set out the ground rules for the operation of the BCP CSP Task & Finish Groups (TFG). They apply equally to all members of the groups unless otherwise stated and are designed to support members in understanding their roles and responsibilities. They are to support the business of the groups and to ensure effective, professional, and transparent working.
- 1.2 The BCP CSP is the statutory<sup>3</sup> community safety partnership in the local authority 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.

### **2. Purpose of the Partnership Task & Finish Group**

- 2.1 The overall purpose of the TFGs is to ensure delivery of, and monitor progress against, the Partnership's Action plan. The TFGs shall be established annually by the Executive in line with partnership priorities.

### **3. Responsibilities of the Partnership Task & Finish Groups**

- 3.1 The principal responsibilities of the TFGs are:
  1. developing annual Delivery Plans to implement specified priorities, objectives and targets from the Partnership Plan.
  2. coordinating and mobilising partnership and mainstream resources and services to implement their Delivery Plans.
  3. assessing and monitoring the impact of new projects or work streams against specified objectives and targets, reallocating resources to support project delivery.
  4. identifying and disseminating lessons learnt from delivery, on what works and areas for improvement, including training and development needs amongst groups of staff in any partner agency.
  5. monitoring operational risks and identifying any that require escalation to the Partnership Strategy Groups or the CSP Executive, for inclusion in the Partnership's risk register.
  6. identifying unresolved problems, slippage, resource, or policy conflicts, and instructing remedial action and/or escalating these as appropriate.
  7. advising the Partnership Strategy Groups and the CSP Executive in relation to any issue or matter relevant to the reduction of crime, anti-social behaviour, substance misuse or reoffending as it relates to their area of competence.

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<sup>3</sup> The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007.



#### **4. Membership of the Partnership Task & Finish Groups**

- 4.1 The TFGs are multi-agency bodies that bring together service providers and practitioners to achieve effective delivery in specified priority areas. The TFGs will operate in line with values of fairness, dignity, and respect; will be inclusive and collaborative, giving space for all views and perspective to be heard. The group will take collective ownership of decisions made.
- 4.2 Membership of the TFGs shall be by invitation on behalf of the CSP Executive, with members qualified as managers or senior practitioners working for 'responsible', 'cooperating' or 'participating' bodies or other such persons as may be considered appropriate.
- 4.3 TFG membership offers an opportunity to extend active involvement and participation in the work of Bournemouth, Christchurch and Poole CSP, and the Partnership will endeavour to involve 'cooperating' and 'participating' bodies in their work, including members of the community where appropriate.

#### **5. Role of Members**

- a. To work together towards safer communities in Bournemouth, Christchurch, and Poole
  - b. To make decisions on behalf of the organisation they represent
  - c. To promote the work of the BCP CSP within their organisation
  - d. To promote understanding and ensure application of the evidence base in both strategic direction and operational delivery
  - e. To carry out functions assigned in the Community Safety Plan formulated by the local authority in collaboration with partners
  - f. To promote the adoption of best practice and evidence-informed initiatives
  - g. Apply a public health approach to addressing issues
  - h. To encourage mainstreaming under Section 17 of the Crime and Disorder Act, 1998.
- 5.1 These groups often deal with confidential matters and membership is not 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.

#### **6. Meetings**

- 6.1 The TFGs shall be chaired by senior officers or managers from the "responsible authorities". TFGs, at their discretion, may appoint co-chairs. Each TFG shall be supported by a 'lead officer' appointed from one of the responsible authorities.
- 6.2 The TFGs shall meet in cycles, linked to meetings of relevant PSG and the CSP Executive, and shall meet not less than 8 times a year.
- 6.3 The quorum for meetings of the TFGs will be half the membership.

## **Appendix 1**

### **The Ten General Principles of Public Life**

Members of BCP CSP, including partners in all parts of the structure, will observe the following general principles of public life:

- (1) **Selflessness**  
Members should serve only the public interest and should never improperly show advantage or disadvantage to any person.
- (2) **Honesty and Integrity**  
Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.
- (3) **Objectivity**  
Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (4) **Accountability**  
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.
- (5) **Openness**  
Members should be as open as possible about their actions and those of BCP's CSP and should be prepared to give reasons for those actions.
- (6) **Personal Judgement**  
Members may take account of the views of others, including (where applicable) their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
- (7) **Respect for Others**  
Members should promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of BCP's CSP officers.
- (8) **Duty to uphold the law**  
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
- (9) **Stewardship**  
Members should do whatever they are able to do to ensure that BCP's CSP use its resources prudently, and in accordance with the law.
- (10) **Leadership**  
Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.