



## **Protocol: Caerphilly County Borough Council Crime and Disorder Scrutiny Committee and Safer Caerphilly Community Safety Partnership**

### **Introduction**

The Police and Justice Act 2006 requires local authorities to set up a crime and disorder scrutiny committee to scrutinise community safety partnerships. This duty came into force in Wales on 1<sup>st</sup> October 2009.

This protocol sets out the arrangements between Caerphilly County Borough Council (CCBC) and the Safer Caerphilly Community Safety Partnership (SCCSP).

### **Safer Caerphilly Community Safety Partnership**

The statutory “responsible” “authorities” that comprise the Safer Caerphilly Community Safety Partnership are:

- The Local Authority – Caerphilly County Borough Council
- The Police Force – Gwent Police
- The Fire and Rescue Authority – South Wales Fire and Rescue Authority.
- The Local Health Board – Aneurin Bevan Health Board
- Probation Service – Wales Probation Trust.

### **Crime and Disorder Scrutiny Committee**

The Policy and Resources Scrutiny Committee is the designated ‘Crime and Disorder Scrutiny Committee’. CCBC will hold two Crime and Disorder Scrutiny Committee meetings per year and, in partnership with the chair of the SCCSP, will develop a forward work programme of issues for discussion.

The SCCSP acts through the Safer Caerphilly Delivery Group leading on the Safer Caerphilly strand of the Local Service Board’s, Single Integrated Plan. Members of the Safer Caerphilly Delivery Group include the statutory “responsible authorities” listed above. The chair of the SCCSP is designated as the strategic lead for Safer Caerphilly.

## **Terms of Reference**

The terms of reference for the Crime and Disorder Scrutiny Committee is to scrutinise the work of the SCCSP and the partners (“responsible” authorities”) who comprise it ‘insofar as their activities relate to the partnership itself’. In other words, Members scrutiny role relates only to the work done by the SCCSP. The Crime and Disorder Scrutiny Committee does not have statutory powers to scrutinise SCCSP partners beyond their role within the partnership.

The role includes:

- To consider actions taken by the responsible authorities on the SCCSP.
- To consider Councillor Calls for Action.
- To make reports or recommendations to the Council and or others and monitor those recommendations.

## **Scrutinising the Safer Caerphilly Community Safety Partnership**

The aim of scrutinising the SCCSP is to focus on the effectiveness of the SCCSP’s policies and priorities by providing a constructive ‘critical friend’ challenge at a strategic level rather than fault finding at operational level.

## **Notice Periods**

Representatives from the “responsible authorities” of SCCSP will be given a minimum of 28 days notice to attend a meeting of the Crime and Disorder Scrutiny Committee.

Crime & Disorder Scrutiny Committees agendas, minutes and reports will be published and distributed as per statutory guidelines.

## **Attendance at Meetings**

There will be no co-opted members of the SCCSP on the Crime and Disorder Scrutiny Committee, however, external witnesses will be invited as and when required. An Officer of Gwent Police and the Chief Executive of the [Office of the Gwent Police and Crime Commissioner](#) will be invited to all meetings as an ‘expert witness’ plus appropriate officer support. The Councils Corporate Management Team will receive a standing invitation to attend.

## **Sharing of Information**

Where the Crime and Disorder Scrutiny Committee makes a request for information from any of the SCCSP partners, a copy of the request will also be sent to the relevant supervisory body. For example, in the case of Gwent Police being asked for information the [Office of the Gwent Police and Crime Commissioner](#) would also receive a copy of any request.

The Chair of the SCCSP will determine if information requests are proportionate and reasonable. The information provided will be depersonalised unless identification is needed for the scrutiny committee to properly exercise its powers. The information cannot prejudice legal proceedings or compromise operations of partner organisations

The SCCSP partner shall provide a response to the Crime and Disorder Scrutiny Committee within 28 days or at the next planned Crime and Disorder Scrutiny Committee meeting. The Crime and Disorder Scrutiny Committee will accept reports in the format usually adopted by the SCCSP partner.

The Councils' Community Safety [Partnership](#) Team shall co-ordinate responses from SCCSP partners and liaise with the Committee Services team for the responses to information requests to be included on the agenda of the Crime and Disorder Scrutiny Committee.

### **Making and Responding to Recommendations**

Where the Crime and Disorder Scrutiny Committee drafts a report or makes recommendations which impact upon SCCSP issues the following should occur:

- The Community Safety [Partnership](#) Team will ensure that copies of the report or recommendations will be sent to all SCCSP partners.
- The Community Safety [Partnership](#) Team will liaise with the relevant partner(s) to ensure the response is received within 28 days, or obtain reasons why the information cannot be provided within the recommended timescale.
- The Community Safety [Partnership](#) Team will send the response to Scrutiny and Member Services for inclusion on the next available agenda of the Crime and Disorder Scrutiny Committee.
- The Crime and Disorder Scrutiny Committee will decide how to monitor progress on the implementation of recommendations.
- The Community Safety [Partnership](#) Team will monitor any recommendations to ensure that feedback is given to the scrutiny committee when requested.
- SCCSP partners will be consulted on reports produced by Crime & Disorder Scrutiny Reviews.