

SAFER CAERPHILLY COMMUNITY SAFETY PARTNERSHIP DELIVERY GROUP**TERMS OF REFERENCE****1. COMMUNITY SAFETY PARTNERSHIP**

The statutory Safer Caerphilly Community Safety Partnership will act through the Safer Caerphilly Delivery Group under the Gwent Public Services Board. The Community Safety Partnership (CSP) remains a statutory partnership under Section 5 of the Crime and Disorder Act 1998, however Welsh Government guidance, 'Shared Purpose, Shared Delivery' suggests that, for Wales, planning is achieved in a holistic way across partnership sectors. For the Caerphilly County Borough area the statutory responsibilities placed on the CSP are absorbed within the delivery arrangements for Safer Caerphilly. The Safer Caerphilly Delivery Group will deliver the actions and responsibilities of a statutory community safety partnership as set out under Sections 5 and 6 of the Crime & Disorder Act 1998 (as amended by Sections 97 and 98 of the Police Reform Act 2002, Section 1 of the Clean Neighbourhoods and Environment Act 2005, Sections 21 & 22 of the Police and Justice Act 2006). The Crime and Disorder (Formulation and Implementation of Strategy) (Wales) Regulations 2007 (as amended), the Substance Misuse (Formulation and Implementation of Strategy) (Wales) Regulations 2007 (as amended) and the Crime and Disorder (Prescribed Information) Regulations 2007.

2. PARTNERS

The statutory partners consist of (alphabetical order):

Responsible Authorities

- Aneurin Bevan University Health Board
- Caerphilly County Borough Council
- Gwent Police
- National Probation Service
- South Wales Fire and Rescue Authority

Associate members (by organisation)

- Office of the Police and Crime Commissioner
- Youth Offending Service
- Gwent Association of Voluntary Organisation (GAVO)
- Area Planning Board Representative
- VAWDASV Representative
- A number of other groups or organisations may be involved, including:
 - Registered Social Landlords
 - Business Representatives
 - Youth Representative
 - Education Representative

3. VISION

The Community Safety Partnership (CSP) takes pride in Caerphilly County Borough as a high quality and safe place in which to live and work and visit. The CSP will work with the Gwent Public Services Board (PSB) to ensure that the quality of life of residents increases and that crime, fear of crime and anti-social behaviour are substantially

reduced, thereby supporting people to have a positive impact within their community.

AIMS

The aims of the Partnership are:

- (a) To understand the nature of the crime and disorder issues facing Caerphilly County Borough and to prioritise these issues through the production of periodic needs assessments in accordance with the Crime & Disorder (Formulation and Implementation of Strategy) (Wales) Regulations 2007.
- (b) To reduce crime and disorder, in particular in the priority areas identified through needs assessment and partnership data, through the development and actions of the Safer Caerphilly Delivery Group.
- (c) To provide a single focus and forum for community safety and consult with and involve the widest possible range of organisations and individuals in the community.
- (d) To work as a Partnership in promoting community safety and ensuring that the resources of the member organisations are used to greatest effect, in community safety delivery.
- (e) To maximise and manage funding that is received by the Partnership and ensure that they are managed effectively, efficiently and with propriety.

5. PARTNERSHIP PRINCIPLES

The Partnership will be based on the following principles:

1. The legal requirement for Caerphilly County Borough Council, Gwent Police, South Wales Fire and Rescue Authority, Wales Probation Service and Aneurin Bevan University Health Board to devise an assessment and Delivery Plan in co-operation with other partners, and in accordance with the relevant Regulations.
2. An effective partnership is stronger than the sum of its parts. The CSP will carry out its work within the wider context of the Well Being Plan and the Public Services Board. The CSP should have regard to all separate partners' strategic plans e.g., the Police and Crime Plan.
3. Each partner organisation will seek to build any relevant objectives and targets from assessments and the Safer Caerphilly Delivery Plans
4. An acknowledgement of the need for systematic and continuing research on the crime and disorder patterns of each area, to enable the CSP to be intelligence led.
5. A recognition of the need for widespread and detailed consultation with the community. Sustained reduction of crime and fear of crime can only be assisted when local communities are empowered to develop their own community safety networks, organically linked with borough-wide structures and services. This process is essential to delivery against plans.
6. An emphasis on targeting localities where crime and the fear of crime are known to be acute. Partnership working should have some flexibility and scope to respond quickly to changing needs and demands of neighbourhoods and communities.
7. An emphasis on early intervention in order to prevent criminality and in promoting quality of life. We will seek to achieve this by enhancing community safety in all parts of the borough.

8. The need to be outward looking with a commitment to learn from the best practice of others.
9. The need to work closely with the Youth Offending Service dedicated to preventing offending by children and young people.

6. SAFER CAERPHILLY DELIVERY GROUP - ROLE

The Safer Caerphilly Delivery Group will provide the Strategic Lead for the CSP by taking the role of the Strategy Group as required by the Regulations. In particular, it will ensure that the Well Being plan delivery aims are determined, delivered and reviewed. It will ensure that the statutory partners set out how they will contribute to the priorities identified in the community safety strand of the Well Being plan.

The Safer Caerphilly Delivery Group will agree the use of Partnership funds to address the issues identified in the strategic assessments and in the Well Being plan. The Safer Caerphilly Delivery Group will monitor progress against the Plan, the overall performance of the Partnership and will seek to remove blockages that prevent progress against the Partnership aims.

The Safer Caerphilly Delivery Group will ensure that links exist with other Strategic Partnerships such as the Gwent Safer Communities Group to encourage efficient joint working and to prevent the duplication of tasks.

With the agreement of the Partnership other Officers and Organisations advising or supporting the Partnership may be invited to participate in discussion.

Only the Responsible Authorities will have a vote. However, it is anticipated that voting situations will be rare, as most issues will be decided consensually. The Chair shall have a casting vote. Any meeting with less than 3 voting members present (regardless of the number of advisers) will be deemed to be inquorate.

Other organisations that are not listed as Associate Members may also have associate membership with the consent of the Partnership. The active involvement of all partners is essential to achieving the aims of the Partnership.

7. SAFER CAERPHILLY DELIVERY GROUP - MEMBERSHIP

Representation of the Responsible Authorities (above) shall be in compliance with Section 3 of the Crime and Disorder (Formulation and Implementation Strategy) (Wales) Regulations 2007, namely one or more senior persons from each Authority. In the case of the Caerphilly County Borough Council, the member will be the elected member with responsibility for Community Safety.

Whilst senior is not defined, the person should be in a position to make strategic decisions and commit resources and ideally be a person of a similar seniority to that suggested within the Home Office Guidance (page 20) for each Authority. The Responsible Authority representatives must notify the CSP when they no longer hold the position for the Responsible Authority.

8. SAFER CAERPHILLY DELIVERY GROUP - CHAIRING

The Chair of the Partnership, including the Safer Caerphilly Delivery Group will be agreed by the Group. This will be reviewed every two years.

9. SAFER CAERPHILLY DELIVERY GROUP- LOCATION OF MEETINGS

These shall be held at the Ty Penallta offices of Caerphilly County Borough Council and will be open to the public, except when matters of confidentiality or sensitivity have been notified in advance.

Minutes and papers shall be made available to the public, unless specifically excluded for reasons of confidentiality.

10. SAFER CAERPHILLY DELIVERY GROUP– MEETING FREQUENCY

To encourage strategic working, the Safer Caerphilly Delivery Group should meet as regularly as required to achieve the aims of the Partnership. The meetings will therefore be scheduled quarterly however additional meetings may be required to discuss specific issues, particularly during periods of strategy formulation and review. Meeting timings should facilitate the role of the Group.

11. SAFER CAERPHILLY DELIVERY GROUP - MEETINGS SUPPORT

Caerphilly County Borough Council will provide secretarial support and be responsible for administering the meetings, and the compilation and circulation of minutes and agendas.

The minutes of every Partnership meeting shall be provided to each Partnership Organisation in a timely manner and be available when requested by staff, Members or stakeholders.

Agenda and papers will be sent out at least 5 working days before and be circulated within 10 working days following the date of any meeting. Principle support to the Partnership shall be provided through the Caerphilly County Borough Council Community Safety Officer who shall act as the central point of contact for convening meetings and preparing agendas.

12. DELEGATION OF AUTHORITY

It is understood that each partner organisation will, through its own procedures, make explicit commitments to support relevant parts of the strategic and action plans approved by the partnership.

If the Partnership as a separate entity seeks to hold resources collectively, clear decision-making processes will be drawn up to establish how those joint resources are to be used.

13. IMPLEMENTATION TEAMS

The Safer Caerphilly Delivery Group may set up Strategic Delivery Groups/Action Teams, which will be directly accountable to the Partnership. The Chair of each Group will be responsible for ensuring that strategies and targets set out in the plans are met and that any issues are reported back promptly to the Partnership. Groups will include any person who may contribute to the related stream of activity, whether or not they are members of the Partnership.

The Chair of each Group will bring together the key players to assist in the delivery of the action plans.

These Teams will produce reports to the Partnership including recommendations about any areas of poor performance, and additional resources required to deliver targets or priorities or any other relevant matter. The Chair of the Implementation Teams will be responsible for presenting the report to the Partnership.

14. KEY OUTCOMES

Key outcomes for the Partnership will include:

1. Sustained reductions in crime, disorder and anti-social behaviour.
 2. Reductions in the misuse of substances and improved access to treatment for users of drugs and alcohol.
 3. Neighbourhoods and Communities being and feeling safer.
 4. Improved mainstreaming of crime and substance misuse issues with key partners and stakeholders.
 5. Effective targeting and deployment of budgets and other resources.
- 15.** The Partnership will agree by a majority of the responsible authorities to any changes to these Terms of Reference.