
TERMS OF REFERENCE

SAFER WARWICKSHIRE PARTNERSHIP BOARD

1. AIM

- 1.1 The Safer Warwickshire Partnership Board ('SWPB') aims to create safer communities through the reduction of crime and the promotion of safety.

2. OBJECTIVES

2.1 The Board has the following overarching objectives:

- (a) To provide strategic coordination and support to community safety activity in the county of Warwickshire, taking account of national legislation and guidance, and local policy and intelligence.
- (b) To prepare a Community Safety Agreement for the county in fulfilment of the duties of the County Strategy Group as required under the Crime and Disorder Regulations 2007, and ensure the Police and Crime Commissioner has a copy of this as required under the amended (2012) Regulations
- (c) To agree, as part of the Community Safety Agreement, a set of countywide priorities and associated outcomes
- (d) To agree appropriate strategies, implementation plans and targets which support delivery of the agreed priorities
- (e) To support the agreed priorities through an appropriate structure of sub groups and task and finish groups
- (f) To monitor performance in relation to the agreed priorities and develop plans to address underperformance or emerging areas of concern as required
- (g) To agree how any resources allocated to it will be deployed to support the delivery of the agreed priorities
- (h) To promote coordination between partners and partnerships and to consider what resources might be shared more effectively, including the development of pooled budgets, where appropriate
- (i) To develop a close strategic working and partnership relationship with the Warwickshire Police and Crime Commissioner and the Warwickshire Police and Crime Panel
- (j) To represent Warwickshire's interests at a Police Alliance and regional level
- (k) To support district level and locality partnership arrangements relating to community safety, including the district Community Safety Partnerships
- (l) To work with and support the activities of the Health and Wellbeing Board and other countywide partnerships as appropriate

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- (m) To hold to account, with the Health and Wellbeing Board, the delivery of the Priority Families Programme in Warwickshire.
 - (n) To promote communication and engagement with the stakeholders and residents of Warwickshire relating to community safety issues
 - (o) To promote best practice and the sharing of ideas
 - (p) To promote, encourage and develop mechanisms for the sharing of information and data between partners

3. PRINCIPLES

3.1 The Board expects all partner agencies to:

- Embrace the aims and objectives of the Board
- Work within the agreed partnership structures. Any changes proposed will be the subject of consideration by the Board
- Consult and/or inform the Board over organisational changes (including any changes in representation) that may impact on collective working
- Follow and work within the performance management framework agreed by partners
- Proactively manage risk and acknowledge the principle of shared risk in the context of partnership working

3.2 Representatives/Board Members

The Board:

- Requires its members to attend all appropriate meetings, or in exceptional circumstances to arrange for a suitable named substitute to attend in his/her place
- Expects members to have sufficient delegated powers to deal with matters or if not, to ensure that all necessary approvals of the member's nominating organisation have been obtained in advance
- Expects members to properly represent the views of their nominating organisation, to keep their nominating organisation informed about progress and to communicate the outcomes of the Board meetings to their nominating organisations
- Expects members to ensure that there is prompt progress and delivery by their nominating body on any actions and strategies agreed by the Board
- Requires its members to work constructively with other members to achieve consensus on countywide priorities and actions to address them
- Expects positive and constructive discussions between members in order to achieve workable solutions to common issues
- Requires its members to follow the Warwickshire Information Sharing Charter and such other guidance/protocols as may be issued from time to time

4. MEMBERSHIP

4.1 Membership of the Board is as follows:

Nominating Body	Representing	Current Representative
Warwickshire County Council	WCC Community Safety	Community Safety Portfolio Holder – Cllr Roberts
	WCC Officers	Joint Managing Director – Monica Fogarty
Fire Authority	Fire and Rescue	Chief Fire Officer – Andy Hickmott
Warwickshire Police	Warwickshire Police	Chief Constable – Martin Jelley
North Warwickshire Borough Council	NWBC Community Safety	Cllr Davey
Nuneaton and Bedworth Borough Council	NBBC “ “	Cllr Pomfrett
Rugby Borough Council	RBC “ “	Cllr Poole
Stratford District Council	SDC “ “	Cllr Jefferson
Warwick District Council	WDC “ “	Cllr Thompson
Warwickshire Clinical Commissioning Groups (x3)	Warwickshire North CCG Coventry and Rugby CCG South Warwickshire CCG	Public Health Warwickshire – TBC
Third and Public Sector Partnership Group	Third Sector Community Safety Organisations	Melina Hancox (Victim Support)
Equality & Inclusion Partnership	Equality & Inclusion Agenda	Junaid Hussain
Warwickshire Association of Local Councils	Local Councils	Elisabeth Uggerloese
National Probation Service	National Probation Service	Andy Wade
Warwickshire and West Mercia Community Rehabilitation Company	Warwickshire and West Mercia Community Rehabilitation Company	Manjinder Purewal
		Total membership 15

4.2 In addition to the above, supporting senior officers and Chairs of the Community Safety Partnerships, where not the same as the District or Borough Council representative stated, are also invited to attend the Board meetings.

4.3 Individual representatives of the Board will be senior members (unless specified otherwise) or senior officers to ensure that those attending have the appropriate level of influence and authority.

4.4 The membership of the Board may be reviewed from time to time as necessary. New members may be admitted provided always that:

- (i) any such new member is able to demonstrate to the satisfaction of the Board the contribution that they can make to the overriding aims and objectives; and

- (ii) in deciding whether or not to admit any such new member the Board shall have regard to the resulting size and composition of the Board were the new member to be admitted.

- 4.5 Other persons may attend meetings of the Board with the agreement of the Chair.
- 4.6 The Warwickshire Police and Crime Commissioner has a standing invitation to attend, and participate in, all Board meetings. However, s/he will not be a member of the Board and will not be entitled to participate in a vote.
- 4.7 The Chair of the Board will always be the Warwickshire County Council Community Safety Portfolio Holder and the Vice Chair will always be the Warwickshire Police Chief Constable.

5 MEETINGS

- 5.1 The Board will meet quarterly. Such other meetings may be held as necessary at the discretion of the Chair.
- 5.2 In the absence of the Chair and the Vice Chair at any particular meeting, the Board may elect another person to preside.
- 5.3 The Chair of the meeting shall be under a duty to conduct the meeting efficiently and effectively and at all times to act reasonably.
- 5.4 Wherever possible, decisions shall normally be reached by consensus. If, in exceptional circumstances, a vote is necessary it will be determined by a simple majority of eligible members. Eligible member organisations, as per the table in 4.1, will have one vote each.
- 5.5 The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair. Items of any other business may be accepted by the Chair and must be notified to him/her at or before the commencement of the meeting.
- 5.6 Minutes of all meetings of the Board (including a record of attendance and any conflicts of interest) will be approved by the Chair and circulated within 10 working days and submitted for approval to the next appropriate meeting.
- 5.7 Meetings will be serviced and supported by Warwickshire County Council as the convening body of the Board.

6. REPORTS AND RECOMMENDATIONS

- 6.1 The Board shall make arrangements for reporting on performance management to other partnerships or agencies as required.
- 6.2 The Board may make recommendations to the Police and Crime Commissioner or any of the district level themed partnerships.
- 6.3 The Board shall be responsible for co-ordinating the formal reporting arrangements from Delivery Groups to ensure that relevant information is delivered by and received by the Board to facilitate planning arrangements.

7. CONFLICTS OF INTEREST

- 7.1 Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the Board, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the Board that representative shall take no part in the decision making process.

8. INSPECTIONS AND SCRUTINY

- 8.1 The Board and its participating bodies agree that they will co-operate with and provide such information as may be required by the Board, the Police and Crime Commissioner, Government Inspectorates, or other formal arrangements for scrutiny or review which may be made by the participating bodies in relation to the quality of services delivered and the effectiveness of inter-agency arrangements.
- 8.2 The requirement to co-operate shall not compel or authorise any of the participating bodies or the Board to release confidential information which if disclosed would be in breach of the arrangements made by the body for the disclosure of such information, any duty of confidence or any legislative provisions governing the disclosure of information.
- 8.3 The Board or participating body should always consider whether information could be made available or presented in a way which would not be in breach of its arrangements for confidential information, for example, through the provision of summaries or anonymised information.

9. WITHDRAWAL

- 9.1 Each nominating body represented on the Board shall give at least six months' notice of any intention to withdraw from the Board. In the event that such notice is given by a partner agency, unless otherwise agreed by the Board, that partner agency shall honour such decisions taken and commitments made in any partnership forum prior to the notice being given and shall cooperate with the Board during the notice period so as to facilitate a smooth exit from the Board working arrangements that are in place.

10. REVIEW

- 10.1 These terms of reference will be reviewed annually, taking into account views expressed by relevant partner agencies.