



## INFORMATION ITEM

| REPORT OF                                  | MEETING                                   | DATE           | ITEM NO |
|--|---|----------------|---------|
| RESOURCES DIRECTORATE                      | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 11      |
| <b>COMMUNITY SAFETY PARTNERSHIP UPDATE</b> |   |                |         |

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY OF INFORMATION

At its last meeting, the Fylde Community Safety Partnership, agreed to undertake a periodic review of its Terms of Reference. It was agreed that the Director of Resources would review the Terms of Reference, in consultation with the Chairman of the Partnership, and bring a draft forward for review by the Partnership at its next meeting (which will take place in the New Year). A copy of the draft is attached for members information and it also provides a timely reminder about the Partnership and its remit. The revised Terms of Reference will be presented to the Partnership at its next meeting which is due to take place in the New Year for approval.

### SOURCE OF INFORMATION

Fylde Community Safety Partnership

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

For the purposes of the Police and Justice Act 2006, the Committee acts as the crime and disorder committee, therefore an overview of the work of the Community Safety Partnership falls under the remit of the committee.

### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk) or 01253 658521

# **COMMUNITY SAFETY PARTNERSHIP**

## **DRAFT TERMS OF REFERENCE**

**December 2020**

### **1. TITLE**

- 1.1 The Fylde Community Safety Partnership (CSP)

### **2. FUNCTION**

- 2.1 Community Safety Partnerships are an important feature of partnerships which help to tackle crime and reduce reoffending and were established under Sections 5-7 of the Crime and Disorder Act 1998. Community Safety Partnerships are made up of representatives from the police, local councils, fire and rescue authorities, health and probation services. These agencies are known as the responsible authorities. It is the responsibility of these organisations to work together to protect their local communities from crime and help people feel safer.

### **3. REPRESENTATION AND MEMBERSHIP**

- 3.1 The following responsible authorities make up the Fylde CSP:

Fylde Council  
Lancashire County Council  
Lancashire Constabulary  
Lancashire Fire and Rescue  
National Probation Services  
Cumbria and Lancashire Rehabilitation Company  
Fylde and Wyre Clinical Commissioning Group

There are a number of other important partners which also contribute towards the work of the partnership including the Police and Crime Commissioner.

### **4. CHAIRMAN OF THE PARTNERSHIP**

- 4.1 The Partnership will be invited to confirm the position of Chairman annually. This will be determined by nominations and a vote in the event of wider interest in the role. Those eligible to vote on the position of Chairman will be from the statutory agencies who form the Partnership core. In the absence of the Chairman, a representative of the Partnership will be invited to preside over the meetings in his/her absence. A role description for the Chairman of the Partnership is attached.

### **5. MEETINGS, MINUTES AND PROCEDURES**

- 5.1 The Partnership shall meet three times per year, or as required. The meeting will be chaired by the elected Chairman of the Partnership and an attendance list will be completed which will also serve to sign for confidentiality. In the event that meetings are held on-line the Chairman will remind partners of the need for confidentiality at the outset of the meeting and participants will be invited to state the names and the organisations which they represent.
- 5.2 Administrative support shall be provided to the Partnership by Fylde Council. The minutes of that meeting will be submitted to the subsequent meeting for approval.

- 5.4 An agenda shall, whenever practicable, be issued to all members of the Partnership at least one week prior to the scheduled meeting. Members of the Partnership who wish to place an item on the agenda must inform Fylde Council of the item ten days prior to the scheduled meeting.
- 5.5 Meetings of the Partnership will not normally be open to the press and members of the public. However, the Partnership may consider that some meetings should be conducted in open session.

## **6. FUNCTION**

- 6.1 To identify, articulate and prioritise the crime and disorder issues which influence the quality of life in the Fylde Council area and to achieve these through partnership working.
- 6.3 To develop and implement a rolling 3-year Community Safety Strategy aimed at focusing attention and combining action to tackle priority issues.
- 6.4 To share and exchange information, ideas and experiences with a view to broadening the Partnership's knowledge, identifying opportunities for integrated action and disseminating material of mutual interest.
- 6.5 To be a participatory member of the Lancashire Community Safety Partnership and to contribute to the wider community safety priorities for Lancashire.

## **7. ROLE OF THE PARTNERSHIP**

### **7.1 The Community Safety Partnership**

- 7.1.1 The Partnership is responsible for setting the overall direction and policy framework for the delivery of crime and disorder reduction strategies and for monitoring and reviewing progress of any projects which sit within the remit of the Partnership.
- 7.1.2 The Partnership members shall give regular updates on their agencies contributions in reducing crime and disorder.
- 7.1.3 The Partnership is responsible for approving any bids submitted by the respective partners for funds in excess of £1k, and any amounts below this figure are agreed under authority delegated to Fylde Council's Director of Resources, in consultation with the Chairman of the Partnership (however, it should be noted that the Partnership holds minimal funding and its balances comprise legacy amounts only passed to it by the former Local Strategic Partnership).
- 7.1.4 The Partnership will agree the priority of initiatives to be put forward to the Police and Crime Commissioner for any funding which is made available to the Partnership from the PCC (usually annually in the sum of £10k).
- 7.1.5 The Partnership is responsible for reporting on its activities to Fylde Council's Environmental, Health and Housing Committee annually. This committee acts as Fylde Council's crime and disorder committee for the purposes of the Police and Justice Act 2006.

7.1.6 Decisions of the Partnership are made through consensus.

**7.2 Tasking & Co-ordinating Meetings**

7.2.1 A multi-agency Partnership Meeting will be convened six-weekly, as an a minimum requirement, to discuss the current levels of crime and disorder affecting the District. It will maintain a focus on all issues highlighted by crime statistics and local intelligence requiring the more immediate attention of the respective partners.

7.2.2 These will be operational meetings which will be chaired by the Geographic Inspector and the statutory partners of the CSP should be represented at an appropriate operational level.

7.2.3 Actions will be allocated to nominated members to address all the immediate areas of concern.

**8. FINANCIAL ACCOUNTABILITY**

8.1 Fylde Council shall be the accountable body for Partnership funds.

8.2 Any requests for the Partnership to fund initiatives must address the overarching aim of reducing crime and disorder and address the partnership priorities.

8.3 Applications must be made in writing.

8.4 Applications for amounts up to and including £1000 may be authorised by Fylde Council's Director of Resources, in consultation with the Chairman of the Partnership.

8.5 Applications for funding in excess of the amount above will be reported to the Partnership for its consideration. A simple majority decision will determine the outcome.

## **Appendix A**

### **FYLDE COMMUNITY SAFETY PARTNERSHIP**

**Role:** Chair of the Community Safety Partnership

**Reporting to** Fylde Community Safety Partnership

- ◆ Ensuring that meetings of the Partnership take place
- ◆ Ensuring that minutes of the meetings are recorded and circulated to all members
- ◆ Ensure the Partnership reaches clear decisions, meets the statutory requirements and demonstrates the effective partnership working.
- ◆ Ensure that, in taking decisions the Partnership is quorate and taking appropriate actions
- ◆ Ensure each member of the Partnership has clear responsibilities and understands their accountability for communication with their own agency.
- ◆ Promote strong and effective links with other partnerships
- ◆ Ensure the Partnership engages appropriately and effectively with the community
- ◆ To be the Partnership's key spokesperson to make comment to the media in connection with the Partnership's work
- ◆ In the case of equality of votes, the Chair shall have a second or casting vote.

### **Monitoring**

- ◆ Ensure that the Community Safety Partnership actions are progressed
- ◆ Ensure that the Partnership receives regular reports about progress of any projects under its control