

Terms of Reference - Safer Nottinghamshire Board

The Crime and Disorder Act 1998 and the Police and Justice Act 2006 require local partner agencies to form a county strategy group that provides strategic leadership and direction to tackle crime, disorder and substance misuse in that area. This is the remit of the Safer Nottinghamshire Board. It will also set the strategic direction for community cohesion and youth crime prevention.

The Safer Nottinghamshire Board also acts as the county level leadership group to for the safer element of the Local Area Agreement (LAA).

- To lead in the county implementation of the national community safety strategy, national drugs and alcohol strategies, and youth crime action plan, and the delivery of PSA 25 and PSA 23
- To prepare and ensure the implementation of the three year community safety agreement (refreshed annually) which contains the Nottinghamshire community safety strategy and identifies shared county wide priorities to reduce crime, disorder, substance misuse, improve community cohesion and prevent youth crime in Nottinghamshire.
- To monitor the implementation and performance of the community safety strategy, (which includes the LAA targets relevant to safer communities) and to develop plans to tackle any under performance;
- To act as an effective partnership between the county CDRPs, county organisations and Nottingham City Crime and Drugs Partnership;
- To determine the allocation of the Area Based Grant to achieve the delivery of safer LAA targets, subject to formal approval by the Nottinghamshire Partnership and county council; and to monitor and review the safer element of Area Based Grant expenditure, including the commissioning and decommissioning of specific activities and projects;
- To promote improved co-ordination and sharing of mainstream resources between partners and partnerships and to ensure the effective alignment of budgets and effective expenditure of any pooled budgets
- To ensure that appropriate links are made between cross cutting targets across the Sustainable Community Strategy and the LAA and assist in the delivery (and any review) of the Sustainable Community Strategy
- To report on progress to the Nottinghamshire Partnership Board and Management group as appropriate;
- To ensure that the Board is fully accountable for its actions to local communities and other key stakeholders

- To identify and develop links and, where appropriate, delegate areas of work to relevant expert groups, and CDRPs;
- To share best practice and experience between partner agencies within the county;
- To actively identify and address emerging areas of risk and opportunity in relation to community safety,
- To ensure the effective sharing of data in line with section 115 of the Crime and Disorder Act 1998.

Membership

General

- The Chair of the Safer Nottinghamshire Board will be appointed by the county council for a six month period initially with review of chairing arrangements at the end of that period. The Chair can be changed if that individual is removed from membership of the Board by their nominating authority.
- The Vice-Chair will be appointed by the Safer Nottinghamshire Board for a year. The Vice-Chair can be changed if that individual is removed from membership of the Board by their nominating authority.
- Members of the Safer Nottinghamshire Board should be of sufficient seniority within their organisation/sector to make decisions.
- Wherever possible, there should be a continuity of representation. In exceptional circumstances organisations may send a substitute.
- Representation will be in accordance with the regulations set out by the Home Office.

Representation/Membership

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| 1 | Chair of each CDRP, (plus two additional representatives from South Notts CSP and one additional from Bassetlaw, Newark and Sherwood in recognition of merged CDRP representation) |
| 1 | NCC Cabinet Member for Community Safety |
| 1 | Police Authority representative |
| 1 | Chief Constable or their representative ACC |
| 1 | NHS Nottinghamshire County, NHS Bassetlaw and Nottinghamshire County (Director of Public Health) |
| 1 | Chief Probation Officer |
| 1 | Fire Authority Representative |
| 1 | Chief or Assistant Chief Fire Officer |
| 1 | Local Criminal Justice Board (Chair) |
| 2 | Nott's County Council (Corporate Director Communities and Director Children and Young Peoples services) |
| 1 | Nottingham Crime and Drugs Partnership (Chair or Chief Executive) |
| 1 | Voluntary Sector representative |
| 1 | Business Sector representative |

Roles and Responsibilities of Individual Members

The individual partner organisation roles and responsibilities in relation to the Safer Nottinghamshire Board are as follows:

- To work together effectively to ensure the delivery of the Nottinghamshire community safety agreement and strategy;
- To work within the Board to build a partnership approach to key issues and provide collective and collaborative leadership
- To reflect the views of the organisation/sector that they represent in meetings and workshops, being sufficiently briefed and able to make decisions about future policy developments/service delivery;
- To ensure that there are communication mechanisms in place within the organisation/sector that they represent to enable information about the priorities and decisions of the Board to be disseminated;
- To feed in information about local issues, needs and priorities into the Safer Nottinghamshire Board;
- To consult about the work of the Safer Nottinghamshire Board, where appropriate;
- To implement agreed actions that the Safer Nottinghamshire Board has agreed;
- To influence any consequent changes to policy development/service delivery in their own organisation and sector;
- To influence the alignment of mainstream budgets within their own organisation/sector to key priorities and the delivery of community safety targets;
- To champion the work of the Board in their wider networks and in the community.

Board Meetings

Frequency

- The Safer Communities Board shall meet bi-monthly initially and then quarterly at a later date.
- An annual schedule of meetings will be agreed.
- Additional meetings may be convened with the agreement of the Chair or Vice chair

Voting

- Wherever possible, decisions will be reached by consensus.
- In exceptional circumstances, and where decisions cannot be reached by a consensus of opinion, voting will take place and decisions agreed by a simple majority.
- Where there are equal votes the Chair of the meeting will have the casting vote.

Quorum

- A quorum of ten will apply.

Declaration of Interests

- Any personal or prejudicial interests held by members should be declared on any item of business at a meeting.

Papers

- Every effort will be made for the agenda and supporting papers to be circulated seven days in advance of meetings.
- The minute of decisions taken at meetings will be kept and circulated to partner organisations as soon as possible.
- Minutes of the Safer Nottinghamshire Board will be published on the Nottinghamshire Partnership web site.

Officer Support

The Board will be supported by an executive officer group who will work with the Chair and Vice Chair to prepare board agendas and ensure the servicing of board meetings

Performance Management

The Board has delegated its comprehensive performance management functions to the Executive Officers group. This group is tasked to provide a summary of performance to the Board at each of Board meetings together with any exception reports around areas of poor performance or areas of concern in order that the Board is then able to take key decisions, and areas of excellent/effective performance for the Board to note.

October 2008