

# Tower Hamlets

## Community Safety Partnership

### Terms of Reference

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## 1. Background

Community Safety Partnerships are a requirement of the Crime and Disorder Act 1998. The partnership is made up of representatives from the police, local authorities, fire and rescue authorities, health services, and probation services (known as the 'responsible authorities'). The CSP is responsible for partnership work within the Tower Hamlets Plan theme 'Strong, resilient and safe communities', with both this Plan and the Community Safety Partnership Plan aligned.

## 2. Purpose

The responsible authorities work together to protect their local communities from crime and help people feel safer. They work out how to deal with local issues including antisocial behaviour, drug or alcohol misuse, and re-offending. They assess local crime priorities and consult partners and the local community about how to deal with them.

## 3. Overarching principles

The CSP's over-arching principles are to:

- a. Work in partnership with all statutory boards;
- b. Offer high quality and cost effective services;
- c. Ensure equality of opportunity; and
- d. Through leadership:
  - Deliver in an environment of integrity, trust, respect, openness and accountability;
  - Provide oversight and approval of resources and activities by the CSP; and
  - Develop a responsive service to support the community.

## 4. Aims and objectives

The responsibilities of the CSP relate to three areas:

- a. Delivering Community Safety Partnership strategic priorities and any relevant targets arising from these priorities;
- b. Deliver statutory responsibilities held by the CSP; and
- c. Other issues relating to community safety, which may arise, from government policies or other developments.

## 5. Community Safety Priorities

The CSP will ensure priorities address relevant areas of work primarily delivered through the Tower Hamlets Safeguarding Children's Partnership (THSCP) and the Safeguarding Adults Board (SAB). The CSP priority areas are:

1. Tackling Neighbourhood Crime and ASB;
2. Tackling Hate Crime Community Tensions and Extremism;
3. Reduce Re-offending and Tackling the Drivers of Crime;
4. Violence Reduction: Safeguarding Those at Risk of Violence and Exploitation;
5. Improving Public Confidence and Trust

The CSP will:

- a. Hold the sub-groups (listed below) to account for their performance, escalate risks, propose projects and initiatives for the CSP Plan and ensure reporting to the CSPE;
  1. DAAT Management Board
  2. Reducing Re-offending Board
  3. No Place For Hate Forum
  4. VAWG & Domestic Abuse Strategy Group
  5. Youth Justice Board
  6. CONTEST Board
  7. Neighbourhood Crime and ASB Board
- b. Maintain an overview of all measures from the sub-groups and their priorities, monitor strategies and action plans to improve performance for each of the sub-group and thematic areas;
- c. Produce a robust and relevant annual strategic assessment with a strong community/intelligence led evidence base, with supporting priorities and delivery plans;
- d. Improve communication and engagement with local people about community safety in their area;
- e. Be responsible for the implementation of the requirements of the relevant legislations:
  - a. Crime and Disorder Act 1998, Police and Justice Act 2006, Policing and Crime Act 2009
  - b. Domestic Violence, Crime and Victims Act 2004
  - c. Police Reform and Social Responsibility Act 2011
  - d. The Anti-Social Behaviour, Crime and Policing Act 2014
  - e. The Care Act 2014
  - f. Counter Terrorism and Security Act 2015

## 6. Finances

- a. Oversight of all Partnership funds relating to crime reduction within Tower Hamlets;
- b. Propose funding bids to the Mayor's Office for Policing and Crime (MOPAC's), London Crime Prevention Fund (LCPF);
- c. Delegate operational financial decisions to the sub-groups, who will report back at CSP.

## 7. Membership

Membership of the CSP will be made up of those with senior responsibility for delivering sustainable community safety priorities and local and national crime reduction initiatives. Members should have the authority to influence strategic direction, service delivery and relevant resources within the agencies they represent. If members are unable to attend, they should send a representative at the appropriate level with decision making authority.

The Responsible Authorities and core members are:

- CSP thematic leads from each of the 5 thematic areas;

- Cabinet member for Community Safety
- Tower Hamlets Police;
- Local Authority;
- Fire and Rescue Service;
- National Probation Service;
- Tower Hamlets Clinical Commissioning Group (CCG);

Representatives from other agencies / organisations may be invited to attend meetings for specific agenda items or may be co-opted for pre-determined periods. For the meeting to be quorate, there should be representatives from at least three of the responsible authorities present.

## 8. Duties of CSP Members

- a. To lead their organisation's contribution to meeting the objectives of the partnership. They should therefore consult with their organisation on issues being discussed at the CSP and ensure that any commitments made on behalf of their organisation are honoured.
- b. To ensure that their organisation is kept informed about CSP developments, decisions, actions and emerging issues.
- c. To ensure that the CSP is informed about developments relevant to community safety taking place within their parent organisation.
- d. Ensure all performance and monitoring requests are fulfilled by the partner organisation within the set deadlines.
- e. In circumstances where a vote is required, members will take part in voting and a majority will confirm decisions.

## 9. Chairing

- a. CSP is made of two Co-Chairs and championed by the Cabinet member for Community Safety
- b. Co-Chairs of the CSP will be the Corporate Director Health Adults & Community, Police BCU Commander and/or an equivalent senior level officer from either statutory body.
- c. Should one of the Co-Chair be absent for any reason, the other Co-Chair will assume the role of the Chair for the duration of the meeting.

## 10. Meeting schedule

- a. The CSP will meet four times a year. Dates are agreed annually at the start of each financial year (April).
- b. Meetings should be no more than 2 hours long and structured to accommodate the agenda for each area (crime and ASB, substance misuse, youth offending, community engagement, etc), allowing adequate time for each area according to the agenda.
- c. All actions agreed at CSP will be reported on at the following meeting. Outstanding actions will be discussed, and a time limit given for completion.
- d. CSP meetings will focus on risks, issues raised through CSP and sub-group activity, strategic planning and other influences.

## 11. Secretariat

- a. The Tower Hamlets Community Safety Head of Service will work with the Co-Chairs to finalise agendas and papers in advance of meetings and ensure that minutes are made available.

- b. The Tower Hamlets Community Safety Partnership Officer will circulate agendas, minutes and all documentation pertaining to the meeting no less than five working days prior to a meeting. Items may be tabled at meetings only in exceptional circumstances and with prior agreement from the Chair.

## **12. Governance**

- a. All the sub-groups report to the CSP, and CSP reports up to the Community Safety Partnership Executive group (CSPE).
- b. These Terms of Reference relate to the CSP reflecting the period up to March 2023, at which point these Terms of Reference will be reviewed.

## **13. Information sharing**

- a. All information shared at these meetings will be treated as confidential unless the disclosing agency advises to the contrary.
- b. Personal information and data may be shared as set out in the borough's Information Sharing Protocol.
- c. If and when personal information is discussed and minuted at these meeting, these minutes will not be subject to access through the Freedom of Information Act.
- d. Where appropriate, subjects will be advised that issues surrounding their case will be discussed at this group.
- e. Members of the partnership must adhere at all times to the information sharing and storage regulations as set out in the Data Protection Act and Information Sharing Protocol.
- f. All members take responsibility for the collection, storage and/or destruction of their own documents at the end of each meeting. The meeting administrator will destroy any paperwork left at the end of each meeting.
- g. All partners should be signed up to the Information Sharing Protocol.