

SOUTHAMPTON SAFE CITY PARTNERSHIP

TERMS OF REFERENCE

1. AIMS AND OBJECTIVES OF THE SAFE CITY PARTNERSHIP

The primary purpose of the Safe City Partnership is to make Southampton the safest of cities and lead the way in preventing crime and reducing anti-social behaviour, alcohol and substance misuse.

1.1 The Safe City Partnership aims:

- (a) To work with local agencies and organisations to formulate and implement the Safe City Partnership strategy to:
 - reduce crime and disorder including anti-social and other behaviour adversely affecting the local environment.
- (b) To ensure the Safe City Partnership meets its priority objectives including in particular the its priorities to:
 - reduce crime and anti-social behaviour
 - reduce harm caused by drugs and alcohol
 - protecting vulnerable peoplereducing youth crime (in conjunction with the Youth Offending Service Management Board)
- (c) To ensure that the work of the Safe City Partnership is coordinated with that of the other Southampton partnerships in place, and that appropriate and resilient links exist with Southampton Connect, relevant Government Departments, the Youth Offending Management Board, LSCB and SSAB and the relevant Overview and Scrutiny Management Committee of Southampton City Council.
- (d) To ensure that the Safe City Partnership takes account of equality and diversity issues and considers the needs of high risk and vulnerable groups in all decision making.

1.2 The Safe City Partnership acknowledges that it is a key part of Southampton Connect's collaborative arrangements and agrees that it will:

- (a) Ensure that its strategy and key plans, work programmes and initiatives are clearly linked to the city's priorities

- (b) Ensure that its work and initiatives support the delivery of work to improve in relation to the three city priorities economic growth with social responsibility

- skill and employment
- healthier and safer communities

and the cross cutting themes:

- improving mental health
- tackling poverty and inequality
- fostering city pride and community capacity
- delivering whole place thinking and innovation

- (c) Respond to requests from Southampton Connect for performance monitoring and other information.

- (d) Ensure that it informs Southampton Connect of any significant new developments and initiatives it wishes to progress and any significant exceptions that will hinder or prevent the realisation of its strategic and operational objectives.

- (e) Proactively seek out opportunities for joint working with other key partnerships and partners across and beyond the city in order to realise its strategic and operational objectives, and to respond positively to approaches for joint working from other partners and key partnerships across and beyond the city in order to realise their strategic and operational objectives.

2. LEGAL FRAMEWORK OF THE SAFE CITY PARTNERSHIP

2.1 The Southampton Safe City Partnership (SCP) is a statutory (Crime and Disorder Reduction) partnership established under sections 5 and 6 of the Crime and Disorder Act 1998 (CDA) as amended by Sections 97 and 98 of the Police Reform Act 2002, Section 1 of the Clean Neighbourhoods and Environment Act 2005 and Schedule 9 of the Police and Justice Act 2006. The Police Reform and Social Responsibility Act 2011 further determined partnership working arrangements with the Office of the Police and Crime Commissioner.

2.2 Whilst the term 'partnership' in the statutory requirements is applied to all those who sit around the table, legally the Responsible Authorities are the only bodies or agencies under a duty to meet regulatory requirements.

2.3 YOS Management Board

As defined in the Crime and Disorder Act 1998, the YOS Management board fulfils a distinct function in respect of youth justice governance in Southampton. However, robust alignment between the Safe City Partnership and the YOS Management Board ensures a clear and consistent strategic response to youth offending in the city.

3. ACCOUNTABILITY AND BUSINESS PLANNING OF THE SAFE CITY PARTNERSHIP

- 3.1 The Safe City Partnership will act as an Independent Body. The Crime and Disorder Act 1998 requires establishment of Safe City Partnership arrangements. When reports and actions are required that need to be considered by the City Council they will be formally considered by the Executive and similarly by the Governing Boards of other partners/agencies.
- 3.2 The priorities and work plan of the Safe City Partnership are set out in the statutory Safe City Partnership strategy and agreed and endorsed at Chief Executive level within each of the relevant partners' agencies at the start and subsequent review of the Safe City Partnership strategy. The strategy is also reported to the City Council's Cabinet and Full Council and made available to the relevant Overview and Scrutiny Panel accordingly.

4. STRUCTURE OF THE SAFE CITY PARTNERSHIP

- 4.1 The structure of the Safe City Partnership has been developed to ensure that the Partnership is ideally positioned to deliver its objectives.

The Partnership will consist of a strategic leadership group and appropriate subgroups.

4.2 The Safe City Partnership

4.3 SCOPE OF INTEREST

The scope of the Safe City Partnership will ensure that the Crime and Disorder Reduction Partnership has strong strategic leadership, effectively co-ordinating work to formulate and implement strategies to deliver the following:-

- clear and robust routes of executive accountability for the delivery and performance of the Safe City Partnership strategy and targets;
- commitment and accountability from each partner agency on how they will contribute to the vision and delivery of objectives;

- a clear escalation process to ‘the top’ for decision making;
- authority to shape and prioritise budgets to deliver Safe City Partnership outcomes (where available).

4.4 **ACTIVITIES**

In pursuit of its activities the Safe City Partnership will:-

- clarify the vision and purpose for the Safe City Partnership;
- Ensure an annual strategic assessment of crime and disorder information is completed to ensure strategic priorities can be formed from an evidence base
- ensure delivery of the Safe City Partnership Plan and Performance Indicators;
- establish effective resource plans;
- seek to shift towards greater pooling of resources, joint commissioning and/or re-shaping of mainstream services to meet Safe City Partnership goals;
- lead service changes and initiatives to match changes in performance or local issues e.g. impact of the recession;
- Have responsibility for the co-ordination of Domestic Homicide Reviews as stated in Home Office guidance
- Receive reports and recommendations from the multi-agency Domestic Violent and Abuse strategic group
- lead shared accountability;
- ensure effective engagement with the wider Partnership and communities
- keep a written record of all Safe City Partnership meetings and publish these on the Southampton city council website once formally agreed;
- any member of the Safe City Partnership may submit items to be included on the agenda of a meeting of the Safe City Partnership supported by a written statement/report to the Chair at least 10 working days before the meeting;
- agenda and reports will be circulated generally at least five working days prior to the meeting.

4.5 **MEMBERSHIP**

The Safe City Partnership will be made up of Chief Officer or Senior Level Representatives of the following:-

Five Responsible Authorities:

- Hampshire Fire and Rescue
- Southampton City Council

- Cabinet Member responsible for Community Safety
- Service Director – Intelligence, Insight and Communications
- Director of Public Health
- Service Director – Transactions and Universal Services
- Director of Children’s Services
- Southampton Clinical Commissioning Group
- Hampshire Police (Southampton)
- National Probation Service
- Purple Futures (CRC)

Co-operating persons and bodies – one each from:

- Office of the Police and Crime Commissioner
- Youth Offending Service
- Southampton Voluntary Service
- Integrated Commissioning Unit

4.6 Arrangements For Substitutions

Members are required to nominate a suitable alternative representative who can act with full authority, and is appropriately briefed, in the event of them being unable to attend a meeting. Details to be provided before the meeting to the Chair/Democratic Support Officer.

4.7 CHAIRING

Chair and Vice to rotate every two years between responsible authority members of the Safe City Partnership

4.8 DEFINITION OF QUORUM

All members of the Safe City Partnership have voting rights. However, in order to have a fully constituted meeting the quorum during any meeting will be at least three (i.e. the majority) representatives of the five Responsible Authorities. If there is not a quorum present discussion of agenda items may continue but no decisions may be recorded.

4.9 FREQUENCY OF MEETINGS

The Safe City Partnership meetings should take place quarterly. Additional meetings will be arranged to discuss exceptional issues or to make decisions.

5. SERVICING ARRANGEMENTS

- 5.1 The Safe City Partnership will be supported by the relevant council Senior Partnership Officer and Democratic Services and relevant officers from the Police and other agencies.
- 5.2 The specific responsibilities of Democratic Support and Members' Services of the City Council will be to:-
- convene meetings of the Safe City Partnership
 - arrange accommodation for meetings
 - co-ordinate and act as secretariat to meetings
 - copy, circulate and dispatch appropriate papers
 - provide appropriate guidance on the operation of local government and other relevant procedures

6. VOTING

- 6.1 The Safe City Partnership will always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each member will have a single vote. In the event of a tied vote the Chair will have the casting vote.

7. FREEDOM OF INFORMATION

- 7.1 Where a request has been made for the disclosure of information covered by a qualified exemption under the Freedom of Information Act 2000 (or other relevant information), the Chair of the Safe City Partnership will, after seeking legal advice, apply the public interest test. Where the Chair decides that the balance of interest is in favour of the disclosure of the information requested, the Chair will arrange for disclosure. Where the Chair decides that the balance of favour of the non-disclosure of the information requested, the information requested will be withheld and the Chair will arrange for the reasons for the decision to be communicated in writing.

- 7.2 Information that is brought to the partnership by one of the partners is being regarded as held by one or on behalf of all partners. The disclosure of information on behalf of the Safe City Partnership will be disclosed as set out within the terms of the Information Sharing Protocol.

8. DISPUTES

- 8.1 The Safe City Partnership is intended to be a collaborative, co-operative body and will ensure that no particular sector or member is unduly favoured. Problems and issues should normally be debated and resolved at Partnership meetings. However, if parties feel that

these have not been resolved, the following process should be followed and minutes taken.

- 8.2 Stage 1: The parties who are in dispute meet with the Chair of the Safe City Partnership and the Assistant Chief Executive who will assist in finding or recommending a solution.
- 8.3 Stage 2: A special meeting of the Safe City Partnership is convened, with papers prepared by the parties representing different views. The Chair and the Assistant Chief Executive will also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
- 8.4 Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.

9. MONITORING AND INSPECTION

- 9.1 The effectiveness of the Safe City Partnership will be assessed through an annual report to the Council's Executive and as required by relevant inspection and review arrangements applicable at any given time.

10. OVERVIEW AND SCRUTINY

- 10.1 The Safe City Partnership and its members will co-operate with any reasonable request by the Council in respect of its overview and scrutiny functions under Section 21 Local Government Act 2000 or subsequent legislation.
- 10.2 Additionally, under Section 19 of the Police and Justice Act 2006, requiring every local authority to have a crime and disorder committee with the power to review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions, the crime and disorder scrutiny role has been assigned to the relevant Overview and Scrutiny Management Committee, with a minimum requirement of one meeting a year. Any requests for information or attendance of Partnership Members at Overview and Scrutiny Management Committee will be made as soon as possible and generally at least 10 days before the meeting.