

## **TONBRIDGE & MALLING COMMUNITY SAFETY PARTNERSHIP TERMS OF REFERENCE**

### **1. The Community Safety Partnership**

- 1.1 The Tonbridge & Malling Community Safety Partnership (CSP) is a Partnership established under the Crime and Disorder Act 1998 ('the Act').
- Accept responsibility for the reduction of crime, disorder, anti-social behaviour and substance misuse in the borough of Tonbridge & Malling.
  - Bring together the authorities responsible for crime and disorder strategies within the borough to enable them to act in co-operation in undertaking their functions.
  - Identify, through a strategic assessment of crime and consultation, the level and pattern of crime and disorder in the borough.
  - Formulate and implement a strategy to assist in reducing crime and combating substance or drug misuse in the borough; and
  - Monitor and evaluate those strategies.
  - The relationship between the members is that of independent contracting entities and nothing in these terms of reference is intended to create a legal partnership or joint venture of any kind between the parties.
- 1.2 The CSP shall comprise one senior representative of the following organisations (other than as identified below) being the responsible authorities and the bodies with which the authorities should co-operate under the Act:
- Tonbridge & Malling Borough Council – including officers and the Elected Community Safety Portfolio holder (4)
  - Kent County Council (4)
  - West Kent Police (2)
  - Kent Fire & Rescue Service (1)
  - West Kent Primary Care Trust (1)
  - Kent Police Authority (1)
  - Probation Service (1)
  - KDAAT (1)
  - Russet Homes (1)
  - Magistrates (1)
  - Voluntary Sector (3)
- 1.3 The CSP shall operate through three tiers of responsibility
- Tier 1 – The Community Safety Partnership ("CSP")  
Tier 2 – The Strategy Group  
Tier 3 – Themed Sub-Groups
- 1.4 The overall aim of the CSP is to meet the statutory obligations of the Act with the aim of reducing crime, disorder and substance misuse within the borough of Tonbridge & Malling.
- 1.5 The specific responsibilities of the CSP are to:

- Set the overall strategy for the CSP and to secure partnership commitment and action to deliver that strategy;
  - Bring together plans and initiatives in order to effectively work together to meet local needs and priorities;
  - Promote dialogue between partners and avoid conflicts;
  - Monitor the financial allocations of and resources to the CSP to ensure that due regard is given to economy, efficiency and effectiveness of the partnership funding; and
  - Develop ways of ensuring that all partners consider the crime and disorder implications of all of their actions and do all they reasonably can to reduce crime and disorder through their core functions.
- 1.6 The CSP Group will meet two times per year. Where possible any decision shall be made by consensus. Where this is not possible, decisions shall be by a simple majority of those present and voting. The chair will have a casting vote if required.
- 1.7 A nominated representative of an organisation referred to in paragraph 1.2 may appoint another person who may be an officer to act as his/her substitute at any meeting of the CSP.
- 1.8 The Community Safety Partnership shall be chaired in the first instance by the Elected Community Safety Portfolio holder at Tonbridge & Malling Borough Council. The chairmanship will be reviewed on an annual basis.
- 1.9 Subsequently the appointment of the chair shall be undertaken through a voting system. A member of the Community Safety Partnership can nominate another representative as chair, but they will need at least one other representative to back their nomination. The majority of the CSP need to agree the nomination for the chair to be confirmed.
- 1.10 The role of the chair shall be to ensure that:
- the CSP reaches clear decisions;
  - there are clear responsibilities for each member of the CSP;
  - there are clear lines of accountability within the CSP;
  - the CSP meets the statutory requirements;
  - there are strong and effective links at all levels with the county strategy group and other local partnerships.
  - the CSP priorities are fed into the Local Area Agreement;
  - the CSP actively manages performance, understands current performance, sets delivery targets and evaluates results; and
  - the CSP engages appropriately with the community.
- 1.11 A vice chair will also be appointed through nomination confirmed by a majority vote of the CSP. The vice chair will chair the meetings if the appointed chair is not available.
- 1.12 The chair shall be removed from their position if they leave their role within the organisation they represent or they feel that they no longer have the

necessary time to commit to chairing the group. If this occurs then the vice chair will chair the meetings until another chair can be appointed.

- 1.13 All representatives on the CSP will seek to act co-operatively, act in good faith at all times, be open and honest, value others contributions and learn from each other in seeking to achieve the objectives of the CSP.
- 1.14 In order that a representative can genuinely contribute on behalf of their sector, he/she must engage in two way communications with other organisations within their sector on the key issues being discussed by the CSP, so that the views expressed at the meetings are fully representative.
- 1.15 Representatives must also report back to their organisation and other organisations within their sector on key decisions taken by the CSP to ensure that as many organisations as possible are engaged in the business of the CSP.
- 1.16 Any representative may resign from the CSP by giving written notice to the chairperson and to the organisation the individual represents on the CSP. That organisation will determine a new representative as soon as possible and give notice of any new appointment as soon as possible to the chair of the group.
- 1.17 Should any representative fail to attend at least one meeting within a two year period, the organisation monitoring that representative shall be asked to submit a replacement representative.
- 1.18 Any amendment to these terms of reference may be made by resolution passed by a simple majority of those present and voting. The proposed amendments must be the subject of a written report explaining the reason for the changes and this must be circulated to all representatives prior to the meeting at which it is to be discussed.

## **2. Strategy Group**

- 2.1 The Strategy Group shall comprise of at least one senior representative of the named responsible authorities (other than as identified below):
  - Tonbridge & Malling Borough Council, including the Elected Community Safety Portfolio holder (4)
  - Kent County Council (1)
  - Kent Police Authority (1)
  - West Kent Police (1)
  - Kent Fire & Rescue Service (1)
  - West Kent Primary Care Trust (1)
- 2.2 The Strategy Group shall also invite Russet Homes to attend the group, and other agencies shall be invited to attend as appropriate. However, these agencies will not have the right to vote.
- 2.3 The specific responsibilities of the Strategy Group are to:

- Prepare, implement and review an annual strategic assessment and a three yearly Partnership Plan. The Partnership Plan will have due regard for the County Community Safety Agreement. These documents will provide the strategic direction and priorities for reducing crime, disorder and substance misuse in Tonbridge & Malling;
  - Consider, on an annual basis, whether the appointed representatives to the Strategy Group and CSP have the requisite skills and knowledge to meet the statutory requirements;
  - Prepare an information sharing protocol and ensure that this is signed and implemented by all responsible authorities. This will allow for the sharing of depersonalised data to take place on a quarterly basis;
  - Allocate the funding sources available to the Partnership to appropriate initiatives/projects linked to the priorities agreed by the Community Safety Partnership;
  - Assess the value for money of partnership activities – looking at the cost of the intervention as well as the effectiveness, efficiency and economy in achieving the goals;
  - Monitor and evaluate initiatives/projects on a regular basis to ensure their effectiveness;
  - Arrange at least one public meeting during each year. These meetings shall be attended by senior representatives from each of the responsible authorities.
  - Keep operational protocols and membership under review;
  - Receive and act upon regular reports from sub-groups; and
  - Advise the CSP on any issues relating to crime and disorder in Tonbridge & Malling.
- 2.4 The Strategy Group shall meet at least four times per year or at such other times as may be agreed or determined by the Chair. Where possible any decision shall be made by consensus. Where this is not possible, decisions shall be by a simple majority of those present and voting. The chair will have a casting vote if required.
- 2.5 Each representative identified at 2.1 above shall have a vote. At least four representatives comprising the responsible authorities must be present for a quorum to be achieved. If a quorum is not present within thirty minutes of the scheduled start time of the meeting, the business for that meeting shall be deferred to such date, time and place as may be determined. Notice of that date, time and place shall be given to all representatives as soon as reasonably possible.
- 2.6 The appointment of a chair shall be undertaken through a voting system. A member of the Strategy Group can nominate another representative as chair, but they will need at least one other representative to back their nomination. The majority of the group need to agree with the nomination for the chair to be confirmed.
- 2.7 The chair shall be elected for a set term of two years. This will provide continuity of leadership allowing the individual to become established in the role and to deliver results.

- 2.8 The chair of the Strategy Group shall attend the county strategy group and shall represent the views of the Tonbridge & Malling CSP.
- 2.9 The chair shall be removed from their position if they leave their role within the organisation they represent or they feel that they no longer have the necessary time to commit to chairing the group.
- 2.10 A vice chair will also be appointed through nomination confirmed by a majority vote of the Strategy Group. The vice chair will chair the meetings if the appointed chair is not available.
- 2.11 The key role of the Strategy Group shall be to provide the overall direction for the CSP and the development and implementation, by all partners, of the Crime and Disorder reduction strategy which sets out a shared vision for the reduction of crime and disorder and the misuse of substances.

### **3. Sub-Groups**

- 3.1. The following sub-groups shall be established to tackle specific crime and disorder issues:
  - Anti-Social Behaviour Sub-Group (Annex 1)
  - Anti-Social Behaviour Task Group (Annex 2)
  - Perception of Crime and Community Engagement Sub-Group (Annex 3)
  - Tasking & Co-ordinating Sub-Group (Annex 4)
  - Violent Crime and Abuse Sub-Group (Annex 5)
- 3.2 Each sub-group will report to the Strategy Group and the chair of each sub-group will be invited to attend the Strategic Group when required to provide an update of the work of the Sub-Group.
- 3.3 Details of the terms of reference for each sub-group can be found in the attached annexes.

### **4. Funding issues**

- 4.1 The Community Safety Partnership will be responsible for the allocation of the following funding programmes:
  - Safer Stronger Communities Fund (through the Kent Partnership)
  - Local Partnership Fund (partners contribution to the CSP)
  - Other funding sources that become available to the Partnership. The Partnership will actively seek alternative funding sources wherever possible.
- 4.2 Funding available to the CSP will be used to support projects or purposes which achieve one or more of the objectives/priorities of the CSP.
- 4.3 Expenditure plans will be presented to the Strategy Group for approval at the start of each financial year and shall then be endorsed by the CSP.

- 4.4 All projects will be monitored and evaluated by the Strategy Group to ensure economy, efficiency and effectiveness. The Strategy Group will then report progress to the CSP. Quarterly reports on progress will be submitted to the Strategy Group and to the Kent Partnership.
- 4.5 Projects submitted for funding should meet the following criteria:
- Accord with the Community Safety Plan
  - Identify a lead partner to be responsible for the application and delivery of the project. The lead partner must fully account for the monies spent to the CSP.
  - Tonbridge & Malling Borough Council will hold the monies allocated to the CSP and will provide regular monitoring of this money.

## **Annex 1 – Terms for Reference for Anti-Social Behaviour Sub-Group**

### **INTRODUCTION**

Anti-Social Behaviour, including criminal damage and environmental crime, is one of the priority areas to be addressed by the Tonbridge & Malling Community Safety Partnership.

Anti-Social Behaviour (ASB) is defined by the Crime and Disorder Act 1998 as behaviour which causes or is likely to cause harassment, alarm and distress to one or more persons not of the same household. The Community Safety Partnership wishes to tackle the root causes of ASB and to improve the quality of life for residents in the borough.

### **OBJECTIVES OF THE GROUP**

The aim of the Sub-Group will be to:

- Undertake the actions as stated in the Partnership Plan to address anti-social behaviour, criminal damage and environmental crime.
- Review the anti-social behaviour strategy and categories defined as anti-social behaviour
- Consider any further actions required to tackle criminal damage and environmental crime
- Progress and implement the Graffiti Action Plan

### **MEMBERSHIP**

Membership of the Group will include:

- Tonbridge & Malling Borough Council
- West Kent Police
- Russet Homes
- Other Registered Social Landlords
- British Transport Police
- KCC Highways
- KCC Wardens
- KCC Children, Families and Education
- KCC Youth Offending Service

Other members may be invited to attend if appropriate.

### **CHAIRMANSHIP AND FREQUENCY OF MEETINGS**

The Group will be chaired by the Chief Executive of Russet Homes. If the Chief Executive of Russet Homes is no longer able to continue to chair the meetings then the Strategy Group will decide on the new chair.

The Group will meet at least quarterly and meetings will be held at Tonbridge & Malling Borough Council offices, Kings Hill.

## **Annex 2 – Terms of Reference for Anti-Social Behaviour Task Group**

### **INTRODUCTION**

A number of legislative measures have been passed to tackle Anti-Social Behaviour (ASB) including the Anti-Social Behaviour Act 2003, the Licensing Act 2003 and the Police and Justice Act 2006, that introduced new powers and extended existing powers for taking enforcement action.

The ASB Task Group will discuss individuals and/or family groups causing anti-social behaviour and will take actions to address this behaviour.

### **MEMBERSHIP**

Membership of the ASB Case Group will include:

- Tonbridge & Malling Anti-Social Behaviour Officer
- West Kent Police
- KCC Children, Families and Education
- KCC Youth Offending Team
- KCC Wardens
- Probation Service
- Russet Homes
- Sanctuary Housing
- London & Quadrant Housing
- Moat Housing
- Housing 21
- Southern Housing
- Other housing providers as appropriate

Other members may be invited to attend if appropriate and only once they have signed the Information Exchange Protocol.

### **CHAIRMANSHIP AND FREQUENCY OF MEETINGS**

The Tonbridge & Malling Anti-Social Behaviour Officer will chair the group. If the Anti-Social Behaviour Officer is no longer able to continue to chair the meetings then the Strategy Group will decide on the new chair.

The Group will meet on a monthly basis. These will be held (where possible) on the fourth Thursday of every month at Tonbridge & Malling Borough Council offices, Kings Hill.

### **INFORMATION EXCHANGE PROTOCOL**

Each member of the Group will be signed up to the Kent & Medway Information Exchange Protocol (as adopted by Tonbridge & Malling Community Safety Partnership). No agency will be allowed to attend meetings without first signing the document.

## **REFERRALS TO THE GROUP**

All referrals must be discussed with the chair of the Group. The chair of the group will have the final decision as to whether that individual is discussed at the meeting.

If the chair agrees to the referral then Personal Information Request (PIR) forms must be circulated before the individual is discussed at the meeting.

## **FUNCTION OF THE GROUP**

The Group will monitor individuals (both young people and adults) and/or family groups who are known or suspected of committing anti-social or disorderly behaviour repeatedly and over a period of time. Actions will be recommended to address this anti-social behaviour and to tackle the root causes of this behaviour.

## **Annex 3 – Perception of Crime and Community Engagement Sub-Group**

### **INTRODUCTION**

Tackling the perception of crime is one of the priority areas included within the Tonbridge & Malling Community Safety Partnership Strategic Assessment.

Included within this Sub-Group will be the need to tackle both the perceptions of crime and the perceptions of anti-social behaviour. The CSP will also need to consider how the CSP will engage with the community.

### **OBJECTIVE OF THE SUB-GROUP**

The objectives of the Sub-Group will be:

- Undertake the actions as stated in the Partnership Plan to address the perception of crime and anti-social behaviour.
- Produce a communications strategy
- Improve communication with the public and inform them about the work of the Community Safety Partnership.
- Consider how best to consult and engage with the public over levels of crime and perceptions of crime.

### **MEMBERSHIP**

Membership of the Sub-Group will include

- Tonbridge & Malling Borough Council (including the Media and Communications Manager and Crime Reduction Unit)
- West Kent Police (including the Media officer and appropriate police officers)
- Media officers of all other appropriate agencies (including Russet Homes, KPA and KFRS)
- PCSO Supervisor
- KCC Warden Supervisor

Other members may be invited to attend as appropriate.

### **CHAIRMANSHIP AND FREQUENCY OF MEETINGS**

The Sub-Group will be chaired by the Media and Communications Manager from Tonbridge & Malling Borough Council. If the Media and Communications Manager is no longer able to continue to chair the meetings then the Strategy Group will decide on the new chair.

The meetings will meet on a quarterly basis at Tonbridge & Malling Borough Council offices, Kings Hill.

## **Annex 4 – Tasking & Co-ordinating Sub-Group**

### **INTRODUCTION**

The Crime and Disorder Act 1998 introduced formal responsibilities for Local Authorities and the Police for developing community safety activities in their areas. Section 17 required Local Authority and Police Authority with others to consider the public safety implications of all their activities.

The monthly Tasking & Co-ordinating Sub-Group will bring together all agencies involved in tackling crime and anti-social behaviour. These agencies will discuss possible actions for implementation to reduce crime and disorder in the borough.

### **OBJECTIVES OF THE SUB-GROUP**

The objectives of the Sub-Group will be:

- To identify hotspot areas of crime and disorder within the borough and to undertaken actions to reduce these hotspot areas.
- To communicate information between all agencies in order to reduce crime and disorder.
- To monitor crime levels within the borough.
- To monitor the IPPO scheme in Tonbridge & Malling

### **MEMBERSHIP**

Membership of the Sub-Group will include

- West Kent Police
- Tonbridge & Malling Borough Council
- Kent Fire & Rescue Service
- KCC Trading Standards
- KCC Children, Families and Education
- KCC Community Wardens
- KCC Youth Offending Service
- KCC Youth Service
- Russet Homes
- Probation Service
- Victim Support
- Neighbourhood Watch

Other members may be invited to attend as appropriate.

### **CHAIRMANSHIP AND FREQUENCY OF MEETINGS**

The Sub-Group will be chaired by West Kent Police. If West Kent police are no longer able to continue to chair the meetings then the Strategy Group will decide on the new chair.

The meetings will meet on a monthly basis at Tonbridge & Malling Borough Council offices, Kings Hill.

## **Annex 5 – Violent Crime and Abuse Sub-Group**

### **INTRODUCTION**

Tackling violent crime and substance misuse are key priority areas included within the Tonbridge & Malling Community Safety Partnership.

Categories included within this sub-group are violence against the person, domestic abuse, night time economy and substance misuse (alcohol and drugs).

### **OBJECTIVE OF THE SUB-GROUP**

The objectives of the Sub-Group will be:

- Undertake the actions as stated in the Partnership Plan to address violent crime, domestic abuse and Night Time Economy issues.
- Undertake further detailed analysis on Night Time Economy issues
- Consider preventative work to address violent crime and substance misuse.
- Implement an Alcohol Strategy for Tonbridge & Malling.
- Continue to provide support to victims of domestic abuse and consider additional activities to reduce repeat victimisation.
- Monitor performance data related to domestic abuse, night time economy, violence against the person and substance misuse.

### **MEMBERSHIP**

Membership of the Sub-Group will include

- West Kent Police
- Tonbridge & Malling Borough Council
- Women's Support Service
- Kent & Medway Domestic Abuse Co-ordinator
- West Kent PCT
- Russet Homes
- Kenward Trust
- KCA
- KCC Children, Families and Education
- Trading Standards

Other members may be invited to attend as appropriate.

### **CHAIRMANSHIP AND FREQUENCY OF MEETINGS**

The Sub-Group will be chaired by West Kent Police. If West Kent Police are no longer able to continue to chair the meetings then the Strategy Group will decide on the new chair.

The meetings will meet on a quarterly basis at Tonbridge & Malling Borough Council offices, Kings Hill.

