

South West Wiltshire Community Safety Partnership Terms of Reference June 2017

1. Purpose

Definition of the Community Safety Partnership

The Community Safety Partnership (CSP) is a sub group of South West Wiltshire Area Board. It represents a wide range of community stakeholders who work in partnership to address community safety priorities across the community areas. It will provide stakeholders with an opportunity to have direct liaison with operational officers in their area.

The CSP will identify local needs, priorities and outcomes and make recommendations to the Area Board on how these should be addressed. By focusing on local concerns this will improve community safety, reassurance and reduce crime and disorder.

2. Membership

The CSP may include representatives of:

- Members of the Community Area Board
- Residents
- Representative from Local Authority
- Community Policing Team
- Fire and Rescue Service
- Health organisations
- Town and Parish Councils
- Business Community
- Neighbourhood Watch
- Community and voluntary organisations and groups

Representatives should act as a conduit between their organisations and the CSP by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CSP. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CSP.

The group will normally be chaired by a Wiltshire Councillor.

Membership of the CSP will cease when a member ceases to hold the stated office as when first appointed.

Roles of all members of the CSP

All members will be required to:

- Take an active part in the development of the CSP and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the CSP relevant to their organisation/ stakeholders/sector.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the CSP's activities.
- Respect all members of the CSP and invited representatives.

3. Structure and operation

The CSP may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

It should be noted that Community Safety Group is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Responsibility for agenda and summary of actions to be rotated amongst the officers. Each meeting will include an agenda item to review policing priorities in each of the three community areas.

The frequency, location and format of CSP activities should be determined locally, however it is recommended that the group meets at least four times per year.

4. Media Relations

Members of the CSP may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the CSP should be agreed with between the Chairperson of the CSP and the Chairperson of the Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Area Board on an annual basis.