

Chippenham Crime & Community Safety Group

Terms of Reference

Membership of the Crime & Community Safety Group

The Crime & Community Safety Group will normally be made up of not more than 10 members from the following groups:

- **Wiltshire Council**
 - Area Board Councillor
 - Officers from the Public Protection Team & Area Board Team
- **Wiltshire Police:**
 - Inspector
 - Sgt
 - Other Police personnel as appropriate
- **Town & Parish Councils**
 - Chippenham Town Councillor
 - Officers from Town Council
 - Parish representative
- **Street Pastor**
 - One representative
- **Community Partnership**
 - One representative
- **To be invited as and when required**
 - Community representatives
 - Specialists & guests.

Representatives should act as a conduit between their organisations and the Crime & Community Safety Group by putting forward the views of the body they represent and providing feedback to its members regarding the work of the Crime & Community Safety Group. 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 Crime & Community Safety Group.

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.

The group will normally be chaired by a Wiltshire Councillor.

Membership of the Crime & Community Safety Group will cease when a member ceases to hold the stated office as when first appointed.

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The Crime & Community Safety Group may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of Crime & Community Safety Group Members

Appointment of members to the Crime & Community Safety Group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the Crime & Community Safety Group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the Crime & Community Safety Group must not issue press statements on behalf of the Area Board.

Any press statements about the work of the Crime & Community Safety Group should be agreed between the Chairman of the Crime & Community Safety Group and the Chairman of the Area Board.

Meetings

- It is recommended that the Crime & Community Safety Group meet at least four times a year
- Meetings are intended to be limited to the Membership set out above
- It should be noted that Crime & 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

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a Crime & Community Safety Officer, Anti Social Behaviour Reduction Officer and Licensing Officer as necessary.

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The Crime & Community Safety Group has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a Crime & Community Safety Group meeting before being brought to the next Area Board for approval.

The Crime & Community Safety Group terms of reference are set out at Appendix A:

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Chippenham Crime & Community Safety Group

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Appendix A

Terms of Reference

1. Reduce Violent Crime (reduce assault with injury crime rate)
2. Reduce the level of alcohol related violence
3. Reduce the level of public disorder and ASB
4. Bring more offenders to justice
5. Improve the perception of anti social behaviour
6. Increase public confidence and satisfaction
7. Improve the image of the town
8. Promote positive publicity
9. Secure sustainable CCTV arrangements for the town
10. Licensing campaign
11. To make recommendations to the Area Board regarding any other local crime and community safety issues
12. To work towards achieving the "Purple Flag"

It was agreed that there should be a particular focus on increasing public confidence and satisfaction in 2012.