

# Chippenham Community Safety Group (CSG) Terms of Reference

## Membership of the Community Safety Group CSG

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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:**
  - Sector Inspector
  - NPT Sgt
  - Other Police personnel as appropriate
  
- **Town & Parish Councils**
  - Chippenham Town Councillor
  - Officers from Town Council
  - Parish representative & ChAP
  
- **Wiltshire Fire & Rescue Service**
  - PACE
  - Station Manager
  
- **Street Pastors**
  - One/Two representative
  
- **Pubwatch**  
One representative
  
- **Chippenham Business Improvement District (BID)**  
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 Community Safety Group by putting forward the views of the body they represent and providing feedback to its members regarding the work of the 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 Community Safety Group.

# **Chippenham Community Safety Group (CSG)**

## **Terms of Reference**

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

The 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 Community Safety Group Members**

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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**

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

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

### **Meetings**

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- It is recommended that the 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 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**

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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 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 Community Safety Group meeting before being brought to the next Area Board for approval.

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

# Chippenham Community Safety Group (CSG) Terms of Reference

## 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 Chippenham Community Area
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" (including Safe Places)