



COMMUNITY SAFETY PARTNERSHIP DELIVERY GROUP

TERMS OF REFERENCE

ROLE AND REMIT

- To inform and review the Community Safety Strategic Assessment.
- To review the latest crime patterns and intelligence in line with the priorities in the Community Safety Delivery Plan, identify emerging problems and how partners can work together to tackle these.
- To support the development of the Community Safety Delivery Plan, monitor its delivery and identify and address any areas where performance is not on track.
- To oversee and approve the commissioning process for allocation of the Locality Deal Funds and other community safety funds and make recommendations on funding to the Lichfield District Board.
- To oversee the Small Project Fund for activities and interventions that respond to or prevent issues of crime and ASB in line with the community safety delivery plan and make funding decisions on the applications received.
- To receive regular performance management data in relation to projects funded through Locality Deal Fund and other community safety funds and report to the Lichfield District Board.
- To receive regular updates from other CSP groups such as the Young People's Services Group and the Burton, Lichfield and Tamworth Domestic Abuse Forum and report any key issues to the Lichfield District Board.
- To feed into and receive regular updates about the development of the Place Based Approach.
- To receive updates about any new relevant legislation and best practice in the area of community safety and ensure the District Board is advised.
- To set up and agree the membership and remit of task and finish groups when required to carry out a specific time limited piece of work.

MEMBERSHIP

- Membership of the group is open to representatives of statutory organisations who are members of the Lichfield District Board and Support Staffordshire.
- The Group may co-opt representatives from other partner agencies as and when appropriate- e.g, those who represent organisations making a key contribution to the delivery of the Community Safety Priorities
- All members will:

- support the aims and objectives of the Lichfield District Safer Community Partnership as set out in the Lichfield District Community Safety Delivery Plan and in accordance with the Crime and Disorder Act (1998), Police Reform Act (2002) and Health & Social Care Act (2012) statutory requirements for district and county councils, the Police, Fire Authority and Clinical Commissioning Groups to act in partnership with a variety of other voluntary and statutory agencies to tackle anti-social behaviour, crime and disorder issues.
- sign up to the One Staffordshire Information Sharing Protocol and operations under the requirements of the General Data Protection Regulations 2018 and the Human Rights Act 1998.

MEETINGS

- The group will meet quarterly with meetings in February, May, September and November and will be chaired by a partner representative from the District Board
- A quorum of one third of the members of the group must be present for decisions to be made. Where necessary decisions will be made by voting.
- The group will ensure that all activities of the Group are delivered in compliance with all relevant legislation, including compliance with:
 - The General Data Protection Regulations 2018
 - The Human Rights Act 1998
 - The Sex Discrimination Act 1975
 - The Race Relations Act 1976, as amended by the Race Relations Amendment Act 2001
 - Disability Discrimination Act 1995

INFORMATION SHARING

- Information will be shared in line with accordance with the One Staffordshire Information Sharing Protocol and in accordance with The General Data Protection Regulations 2018

REVIEW

- Membership of the group will be reviewed annually to make sure there is the requisite knowledge and skills base to exercise the functions of the group.
- The terms of reference will be reviewed bi-annually, or as a change of circumstance, legislation or guidance requires.

May 2018