



## **Lichfield District Safer Community Partnership Briefing**

### **Terms of Reference**

#### **1. Aim**

By carrying out a multi-agency tasking and coordinating role, the weekly briefing aims to improve community safety across the Lichfield District by identifying and addressing vulnerability and the associated threat and risk; and ultimately delivering a positive outcome for the people we serve.

These shall include but not limited to;

Vulnerable Residents  
Domestic Abuse  
Child Sexual Exploitation  
Safeguarding concerns  
Hate Crime  
Anti-Social Behaviour  
Crime Trends  
Ongoing Community Issues

The focus for the meeting will be high risk vulnerable people which have concerns for any one or more agency in the Lichfield District Safer Community Partnership.

#### **2. Responsibilities**

Early identification and intervention to individuals/households who are potentially vulnerable to ensure their safety/security and wellbeing.

To construct jointly and to promptly implement appropriate problem solving response

To share “real time” information to identify community safety priorities and vulnerabilities.

Respond promptly to the identified issues in order to achieve positive outcomes for the individuals and communities concerned.

Identify opportunities for appropriate referrals to:

- Let's work together (LWT) / Right Advice First Time (RAFT)
- Supporting families
- Partnering Agencies

To allocate and co-ordinate the resources, of various partners to tackle community safety issues which require multi-agency attention and which are more difficult to address through single agency traditional methods.

To apply problem solving approaches to determine appropriate interventions and agree actions to achieve these outcomes.

### **3. Method of Working**

Meeting shall be held once a week on a **Thursday 10am at Lichfield Police Station.**

The meetings will consider appropriate information and intelligence from member partner agencies.

The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the Lichfield District Safer Community Partnership. The role of the partnership meeting is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase community safety issues. It is the responsibility of that agency to complete their actions within the agreed time constraints.

At the meeting the action sheet will be reviewed and updated. (Where an agency is unable to attend updates will be made by email to Marisha Place). Emerging concerns shall be discussed and actions allocated to the appropriate partners.

The responsibility for an action remains with the organisation to which it is allocated. It does not transfer to the partnership.

A record of attendance, actions and outcomes shall be recorded in The Partnership Briefing Hub Actions. This is a restricted document which will be kept inline with information security requirements outlined in The One Staffordshire Information Sharing Protocol. Meeting notes and updated action plan shall be sent out to all members.

Where an issue is complex, high-risk or can not be resolved through partnership briefing it should be scaled to the appropriate case management group – such as MARAC or JOG.

**Any identified Adult or Child safeguarding issues must be immediately raised with The Staffordshire Multi Agency Safeguarding Team**

The actions and outcomes of the briefing will be recorded on The Lichfield District Safer Community Partnership Meeting Action sheet- subject to further development of an electronic case management system.

All information provided by partner agencies shall be assessed and appropriate actioned in relation to:

**Threat**  
**Harm**  
**Investigative opportunities**  
**Vulnerability**  
**Engagement opportunity**

#### **4. Role of the Chair**

Any regular member of the group can chair the partnership meeting.

The chair shall be responsible for ensuring that meetings are run in accordance with the following standards;

- Firmly but fairly chaired, permitting everyone to contribute in a wide-ranging debate, but where side issues are curtailed;
- Focused on the key issues, with a summary following each discussion and clarification of allocated actions for the action plan;
- Having time to receive a presentation on an item of importance or interest;
- Held in a comfortable venue free from distraction;
- Adding value by being a pleasant occasion and strengthening the teamwork between partners

#### **5. Information Sharing**

All members shall be signatories to One Staffordshire Information Sharing Protocol or a recognised agency under statutory Information Sharing Protocols.

Any information will be treated as 'restricted'. It will be kept and ultimately disposed of in a secure manner and in accordance with the Data Protection Act 1998. All agencies should ensure that the minutes are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to race, gender, sexuality and disability.

Staff will only share information that is proportionate, relevant and appropriate. This is a professional judgement which staff must make in line with the principles of The One Staffordshire Information Sharing Protocol. The information disclosed can assist other agencies to make appropriate decision and interventions, but may not be disclosed, copied or divulged to any other agency and only use that information in relation to the context for which it was disclosed.

#### **6. Membership**

Membership of the group shall be open to voluntary and statutory organisations active in Lichfield District Safer Community Partnership and with an operational role to play in improving Community Safety.

**And**

Are signatories to The One Staffordshire Information Sharing Protocol.

Membership organisations will be represented by an appropriate person to ensure their organisations can be implemented

## **7. Responsibilities of Group Members**

Members shall be fully engaged in the process for it to be effective and are expected to:

- Be accountable for reporting back to their organisation, ensuring that it carries out any actions agreed at the meeting and then reporting on progress at the next meeting.
- Raise concerns constructively.
- Contribute ideas.
- Keep an open mind.
- Remember that the briefing is not a substitute for traditional interagency working.
- Feel comfortable to challenge decisions but to ultimately respect their colleagues' professional judgement.

## **8. Escalation Process**

Accountability for the delivery of interventions is a team responsibility. In cases where there are protracted or regular delays, it will be the responsibility of the Chair to raise the issue with the relevant line management. Should the issue still remain unresolved it will be the responsibility of the Chair to raise the matter with the Lichfield And District Working and Performance Group.

## **9. Leaving the Partnership**

Should any partner feel its priorities are not being met or pre-identified outcomes were not being achieved through the established arrangement, it may choose, through consultation with members, to leave the partnership. Departure of one party would not necessarily mean a partnership would cease to operate.

## **10 Our measure of Success**

To provide positive outcomes and improve quality of life. This can be supported by data and also by way of reality testing by engaging with the community to obtain their view.

A reduction in repeat incidents – this must, however, take into consideration that when a person engages, their contact with services may increase as their confidence to report ongoing issues grows.

A reduction in Crime and Disorder. This data will include evidence of effective problem solving including reduced calls from the identified contact for service across agencies, prevention of offending behaviour, prevention of adverse harm and qualitative data reflecting improved levels of engagement and reduced levels of threats to those originally identified by the Partnership.

Case studies whereby the Partnership can provide evidence of outstanding work.