



Safer Warwickshire Partnership Board

Terms of Reference

Agreed by the Board on 25 June 2024 (annual review)

1. Role and Purpose of the Safer Warwickshire Partnership Board (SWPB)

1.1 The Safer Warwickshire Partnership Board ('SWPB') aims to create safer communities through the reduction of crime and the promotion of safety.

1.2 The role of the SWPB will be to focus on the following key strategic ambitions:

- Address the causes of violence
- Tackle discrimination in all its forms
- Safe, healthy and empowered communities

1.3 Operating across Warwickshire, it will:

- a) Provide strategic coordination and support to community safety activity in the county of Warwickshire, taking account of national legislation and guidance, and local policy and intelligence
- b) Prepare a Community Safety Agreement for the county in fulfilment of the duties of the County Strategy Group as required under the Crime and Disorder Regulations 2007, and ensure the Police and Crime Commissioner has a copy of this as required under the amended (2012) Regulations
- c) Agree, as part of the Community Safety Agreement, a set of countywide ambitions and associated outcomes
- d) Support the agreed ambitions through an appropriate structure of subgroups and task and finish groups which are responsible for agreeing strategies, implementation plans and targets which support delivery of the agreed ambitions
- e) Develop and seek cross partnership support for countywide strategies and polices to address community safety strategic ambitions

- f) Promote coordination between partners and partnerships and consider what resources might be shared more effectively, including the development of pooled budgets, where appropriate
- g) Ensure that all community safety statutory duties as set out in legislation (for example Prevent, preventing serious violence duty, promoting equality) related to the strategic partners are assessed and appropriately responded to
- h) Coordinate national joint funding applications to address the ambitions of the Community Safety Agreement
- i) Represent Warwickshire's interests at a countywide and regional level
- j) Support district level and locality partnership arrangements relating to community safety, including the district Community Safety Partnerships
- k) Work with and influence the Warwickshire Health and Wellbeing Board, Local Criminal Justice Board, Safeguarding Partnership, Warwickshire Thriving Communities Partnership, Youth Justice Service Board and other countywide partnerships as appropriate to coordinate cross-cutting priorities and develop a shared approach to priorities
- l) Promote communication and engagement with the stakeholders and residents of Warwickshire relating to community safety issues
- m) Promote best practice and the sharing of ideas
- n) Promote, encourage and develop mechanisms for the sharing of information and data between partners
- o) Ensure that Section 17 as set out under the Crime and Disorder Act 1998 is effectively applied to ensure the strategic ambitions, strategies, policies and relevant statutory duties are reflected across the statutory partners

2. Membership

2.1 The Board:

- Requires members to attend all appropriate meetings, or in exceptional circumstances to arrange for a suitable named substitute to attend in their place

- Expects members to have sufficient delegated powers to deal with matters or, if not, to ensure that all necessary approvals of the member's nominating organisation have been obtained in advance
- Expects members to properly represent the views of their nominating organisation, to keep their nominating organisation informed about progress and to communicate the outcomes of the Board meetings to their nominating organisations
- Expects members to ensure that there is prompt progress and delivery by their nominating body on any actions and strategies agreed by the Board
- Requires its members to work constructively with other members to achieve consensus on countywide priorities and actions to address them
- Requires its members to follow the Warwickshire Community Safety Information Sharing Protocol and any other relevant guidance/protocols that may be issued.

2.2 The Safer Warwickshire Partnership Board will operate under two arrangements:

2.2.1 Board meetings

Board meetings will focus on the core and statutory business of the SWPB.

Membership of the Board is as follows:

- Warwickshire County Council:
 - Community Safety (Portfolio Holder and Community Safety Lead Officers)
 - Vulnerable People (Commissioning Manager)
 - Youth Justice Service (Chief Officer)
 - Public Health (Lead Officer with responsibility for Community Safety)
- Local District and Borough Councils (Portfolio Holder for Community Safety and Community Safety Lead Officer)
 - North Warwickshire Borough Council
 - Nuneaton and Bedworth Borough Council
 - Rugby Borough Council

- Stratford-on-Avon District Council
 - Warwick District Council
- Warwickshire Police (Chief Constable)
- The Probation Service (Chief Officer)
- Warwickshire Fire and Rescue Service (Chief Officer)
- NHS Coventry and Warwickshire Integrated Care Board (Chief Officer)
- Police and Crime Commissioner for Warwickshire
- Warwickshire Association of Local Councils (Director)
- Voluntary and Community Sector
 - Equality and Inclusion Partnership (Chief Officer)
 - Warwickshire Neighbourhood Watch (County Chair)
- Warwickshire Health and Well Being Board representative

The membership of the Board may be reviewed from time to time as necessary. New members may be admitted provided they demonstrate to the satisfaction of the Board the contribution that they can make to the overriding aims and objectives.

Other persons may attend meetings of the Board with the agreement of the Chair. Should the Chair of any Community Safety Partnership ever not be the District/Borough Council Portfolio Holder for Community Safety and thus already a member of the Board, the Chair will also be invited to attend.

The Co-ordinators of other relevant partnership Boards (e.g. the Health and Well Being Board, Safeguarding Partnership, Local Criminal Justice Board) will receive the meeting papers and can be invited to attend as appropriate.

2.2.2 Big Conversations

Big Conversations will provide partnership events to discuss and develop plans to address the ambitions of the SWPB.

Big Conversations will be ambition theme based and will be chaired / facilitated by subject matter experts.

All members of SWPB will be required to attend and engage with the conversations to address the ambitions within the Community Safety Agreement.

In addition to Board members, partnership representatives will be invited to attend the events, including but not limited to:

- commissioned service providers
- the voice of the communities
- wider Warwickshire partnership groups
- cross border partners and partnerships (e.g. Coventry, Solihull)
- national experts.

3 Frequency

- 3.1 The Board meetings will be held bi-annually in June and December.
- 3.2 “Big Conversations” will be held in between the Board meetings to discuss and address the strategic ambitions in a coordinated and joined up fashion.

4 Governance and support

- 4.1 The Board meetings will be chaired by the Warwickshire County Council Community Safety Portfolio Holder.
- 4.2 The Board meeting’s deputy chair will be Warwickshire County Council’s Health and Well Being Board senior representative.
- 4.3 Administrative support will be sourced and provided by the Warwickshire County Council Community Safety Team.
- 4.4 The governance structure is included in Appendix A.
- 4.5 The agenda for meetings, agreed by the Chair, and all accompanying papers will be sent to members at least 5 working days before the meeting. Late agenda items and/or papers may be accepted in exceptional circumstances at the discretion of the Chair. Items of any other business may be accepted by the Chair and must be notified to the Chair at or before the commencement of the meeting.
- 4.6 Minutes of all meetings of the Board (including a record of attendance) will be approved by the Chair and circulated within 10 working days and submitted for approval to the next appropriate meeting.

4.7 Board members are required to attend all meetings or, in exceptional circumstances, send a substitute. The attendance of member agencies at Board meetings will be monitored and discussions held with any agencies whose attendance is not in compliance with this Terms of Reference.

4.8 The Performance Challenge Group will be held 1 month prior to SWPB and will be responsible to the Board as follows:

- Ensuring activity of the subgroups is addressing the strategic ambitions of the Board,
- Identifying gaps and challenges in provision,
- Identifying actions to address emerging threats and challenges.

5 Provision of direction

5.1 It is recognised that the SWPB may be required to give direction on financial or strategic items. Should a vote be required, this will be limited to one vote per member organisation. The meeting will be declared quorate when eight or more members are present. In the event of a decision being 'hung', the Chair of SWPB has the authority to make the final decision on the outcome.

5.2 If the meeting is not quorate, then a decision may be made via email and communicated to SWPB members.

6 Subgroups

6.1 For the Board to be effective, subgroups will develop areas of work in more detail, engaging with a wider range of agencies and specialist teams. These subgroups include, but will not be limited to:

- Violence against Women and Girls Board (including subgroups)
- Serious and Organised Crime and Serious Violence Executive (including subgroups)
- Hate Crime Partnership
- Integrated Offender Management Delivery Board
- Prevent Steering Group
- Drug and Alcohol Strategic Partnership (including subgroups)

- 6.2 These groups are a set of Strategic Boards in their own right, all reporting into SWPB and working together to deliver the ambitions within the Community Safety Agreement. The Violence against Women and Girls Board (acting as the Domestic Abuse Local Partnership Board) and Drug and Alcohol Strategic Partnership (acting as the Combating Drugs Partnership) are statutory requirements, and the groups all enable partners to meet their duties under the Crime and Disorder Act 1998 and subsequent legislation.
- 6.3 Membership of the subgroups will include key strategic bodies, service providers, practitioners and other stakeholders with a broad understanding of the area of work. The subgroups will enable a wide range of agencies to be engaged and influence activity and ensure a coordinated partnership approach to each strategic theme is developed.
- 6.4 Each subgroup will be required to report to the SWPB through the Performance Challenge Group. Subgroup reports will include a highlight report that will focus on:
- overview of current and planned work of the subgroup against each SWPB strategic ambition,
 - any risks, challenges and mitigations to assist the group in delivering against the ambitions;
 - financial status and implications as appropriate;
 - escalations and decisions required by the Board.

7 Conflicts of interest

- 7.1 Whenever a representative has a conflict of interest in a matter to be decided at a meeting of the Board, the representative concerned shall declare such interest at or before discussions begin on the matter, the Chair shall record the interest in the minutes of the meeting and unless otherwise agreed by the Board that representative shall take no part in the decision making process.

8 Withdrawal

- 8.1 Each nominating body represented on the Board shall give at least six months' notice of any intention to withdraw from the Board. In the event that such notice is given by a partner agency, unless otherwise agreed by the Board, that partner agency shall honour such decisions taken and commitments made in any partnership forum prior to the notice being given and shall cooperate with the Board during the notice period so as to facilitate a smooth exit from the Board working arrangements that are in place.

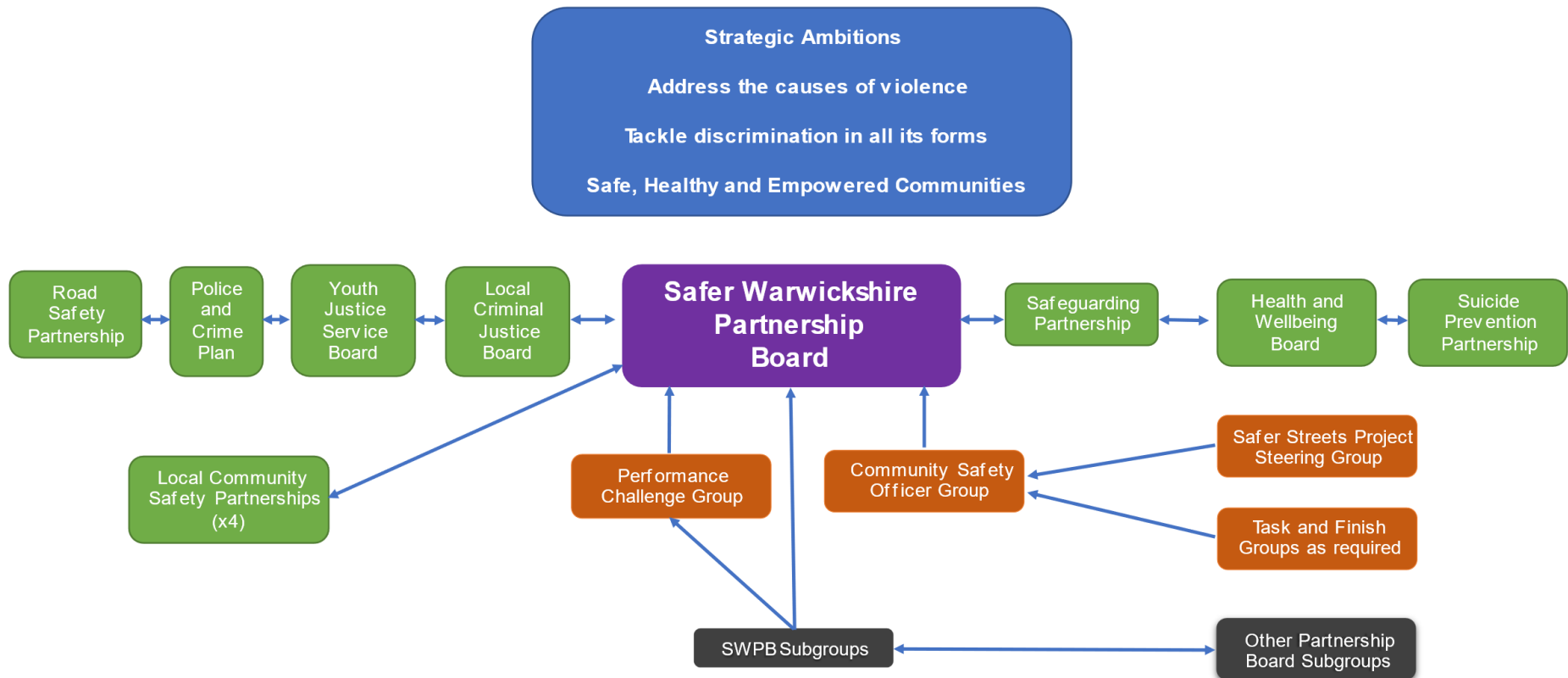
Date adopted: 09 March 2022

Date of last review: 25 June 2024

Date to next be reviewed: June 2025

Appendix A – SWPB Governance Structure

Governance Structure for the Safer Warwickshire Partnership Board



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Safer Warwickshire Partnership Board Subgroup Structure (Interim December 2023)



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