

# **Safer City Partnership and Safer City Partnership Strategy Board**

## **Terms of Reference 2024 -2026**



### **Background**

1. The Safer City Partnership (SCP) brings together statutory agencies, known as the Responsible Authorities that have a role in keeping the Square Mile safe. Our vision is that the Square Mile is a safe place for people to live, learn, work and visit.
2. The SCP is a statutory community safety partnership required by the Crime and Disorder Act 1998 and subsequent legislation and regulations.<sup>1</sup> This means the Responsible Authorities must comply with statutory duties and work together to address community safety issues in the Square Mile.
3. The Responsible Authorities are those persons referred to in section 5(1) of the Crime and Disorder Act 1998. For the SCP these are the City of London Corporation, the Commissioner of the City of London Police, the NHS North East London Integrated Care Board (ICB) (Place Based Partnership), the London Fire Commissioner and The Probation Service - London.

### **Safer City Partnership – Terms of Reference**

The SCP Responsible Authorities are accountable for the statutory responsibilities outlined below:

- a. Formulating and implementing strategies (in accordance with the relevant regulations) for the reduction of crime and disorder in the area; combatting the misuse of drugs, alcohol and other substances in the area; the reduction of re-offending in the area; preventing people from becoming involved in serious violence in the area; and reducing instances of serious violence in the area.
- b. Appointing a strategy group which shall consist of two or more persons appointed by one or more of the Responsible Authorities.
- c. Complying with the protocol prepared by the strategy group for the sharing of information between Responsible Authorities and nominating a person within that authority to facilitate the sharing of information under the protocol.
- d. Having regard to any guidance given by the Secretary of State.

### **SCP Strategy Board -Terms of Reference**

4. The SCP Strategy Board is appointed by the Responsible Authorities, they are senior officers in their organisations. The Responsible Authorities have agreed that at least three Strategy Group partners will be appointed and that three Strategy Board partners must be present at SCP Strategy Board meetings for it to be quorate.

#### **The Strategy Board is responsible for:**

- i. Preparing strategic assessments for the City of London area on behalf of the Responsible Authorities.
- ii. Preparing and implementing a partnership plan for the City of London area on behalf of the Responsible Authorities.
- iii. Making arrangements for the sharing of information between Responsible Authorities and preparing a protocol setting out those arrangements.
- iv. Making arrangements governing the review of the expenditure of partnership monies and for assessing the economy, efficiency and effectiveness of such expenditure.
- v. Engaging with the local community for the purposes of preparing and implementing the strategic assessment and partnership plan.
- vi. Publishing a summary of the partnership plan.
- vii. Inviting persons who represent co-operating and participating persons and bodies and such other persons to attend Strategy Board Meetings.

Acting at all times in accordance with the requirements of the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 (as amended).

#### **Chair**

5. The Chair and Deputy Chair of the SCP Strategy Board will each be a representative of one of the Responsible Authorities. The length of term of the Chair is expected to be two years.
6. The Strategy Board partners will agree on a Chair at the commencement of each three-year strategy cycle. However, a review of this position and proposal for a vote can take place after a year as a request of the chair or the board members.
7. Should the Chair become vacant, chairing will pass to the Deputy Chair, and partners will agree a process to nominate a replacement. Should Strategy Board partners suggest that a change in Chair is necessary, a vote of the strategy board should take place. If a majority is achieved, the Chair will step down and the Deputy Chair will arrange a process for the election of a new Chair.

## **Membership and Collaboration**

7. The SCP Strategy Board shall consist of two or more persons appointed by at least one of the Responsible Authorities (called "Strategy Board partners"). The Responsible Authorities should pay attention to the value these appointees can bring to a multi-agency strategy group that is working to address community safety issues in the City. The representatives are the ones below:
  - City of London Corporation Port Health & Public Protection Director
  - City of London Corporation City Operations Director
  - City of London Corporation Police Authority Director
  - City of London Corporation Community and Children's Services Director
  - City of London Police Commander for Policing Operations and Security
  - London Fire Brigade Borough Commander
  - Probation London Head of Service Hackney & City PDU
  - NHS North East London Integrated Care Board Director of Partnerships, Impact and Delivery (part of City and Hackney Place Based Partnership)
8. The Strategy Board may invite persons who represent Co-operating and Participating Bodies and such other invitees to attend strategy Board Meetings Called 'Strategy Group invitees' including representatives from the following:

### **Participating bodies:**

- City and Hackney Public Health
- City and Hackney Safeguarding Adult Board representative
- City and Hackney Safeguarding Children Board representative
- British Transport Police representative
- Transport for London representative
- London Ambulance Service City and Hackney Director

**Co-Operating bodies:** The Co-Operating organisations share data with us and may also be invited to meetings if their involvement is relevant to the topic under discussion. They do not need to attend every meeting; The chair and Strategy Board can decide when their presence is necessary.

- Turning Point - City of London and Hackney Integrated Drug & Alcohol Service
- Thames Reach – Outreach
- St Mungo's - Outreach
- Toynbee Hall - City Advice
- Ascent Project
- Victim Support
- Youth Offending Service
- Southwark Mediation
- Beyond the Streets
- TAMAR Westminster
- The Guinness Partnership – Social Housing Provider

### **Other invitees may include the following:**

- Crime Prevention Association representative
- City of London Business Improvement district representative
- Safer Business Network representative

### **Voting and Decisions**

9. Those persons appointed by the Responsible Authorities under regulation 3(2) of the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007, ie the Strategy Board partners, have an exclusive remit when it comes to voting on matters for decisions. Decisions must be taken in a democratic manner and all Strategy Board partners will be equal – one vote for each Strategy Board partner. As a minimum, three Strategy Board partners must be present at SCP Strategy Board meetings for it to be quorate. The Strategy Board invitees will not be able to vote in matters or count toward the quorum.

### **Governance and Scrutiny**

10. SCP Strategy Board meetings will be held at least quarterly, with at least one meeting being public. These meetings will provide an opportunity for the Strategy Group to update attendees on their actions and to highlight any risks or opportunities to support effective joint working. Updates should be provided in the form of written documentation such as data or reports, where possible, with a verbal update in the meeting to enable discussion and review.
11. The SCP Strategy Board public meeting will be used to present the annual Strategic Assessment refresh, review of the current plan and update the public on the implementation of the plan.
12. The SCP Strategy Board will report to the Crime and Disorder Scrutiny Committee. This Committee will hold the Responsible Authorities to account on their performance of their crime and disorder functions in the City. The Chair of the Strategy Board will submit an annual report outlining and evaluating progress on the Partnership Community Safety Plan. It is noted that the Crime and Disorder Scrutiny Committee may require the Responsible Authorities and the Co-operating Persons to provide it with certain information<sup>3</sup>.

### **SCP Strategy Board meetings**

13. The SCP Strategy Board meetings shall use the following standard agenda template as a foundation for the meetings:
  - Minutes of the previous meeting
  - Crime and ASB data assessment
  - Oversight of the partnership plan and implementation
  - Focus on a priority – one priority per meeting
  - Emerging issues (for example, new legislation, areas of interest for the SCP, and so on)
  - Date of next meeting
14. A Performance Management Framework will hold Responsible Authorities and the strategy group to account on performance and allow the Board to review progress

against measurable objectives which are outlined in the strategy. The partnership plan should also be reviewed at each meeting, with updates and a status indicator (RAG rating) provided by the strategy group ahead of the meeting. The Board should focus on actions rated 'Red' and 'Amber' to understand the reasons for the rating, identify opportunities to support, and agree mitigations where appropriate.

15. A focus on one priority area at each meeting will allow for a 'deep dive' discussion between partners while holding the relevant Authority or partner to account on their delivery.

### **Safer City Partnership Priorities**

16. The Safer City Partnership Strategic Assessment provides an evidence base to determine recommended priorities for the SCP. Local communities are also consulted to understand their concerns for the formulation of the strategic plan. The partnership plan sets out a strategy for meeting those priorities and how that strategy should be implemented by the SCP.

### **Strategy delivery groups**

17. The delivery of the strategies will be carried out at a local level by the relevant Responsible Authorities' and Co-operating or Participating Persons' Strategy delivery groups for each one of the priority areas. These group will report to the SCP Strategy group on their progress.

### **Review**

18. These Terms of Reference are to be reviewed in 24 months.

**Author: City of London**