



Safer City Partnership and Safer City Partnership Strategy Board

Terms of Reference 2022 -2023

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.¹ 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), the London Fire Commissioner and London Probation Service.

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;

¹ Police and Justice Act 2006, Policing and Crime Act 2009, Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007

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 Persons and Participating Persons² 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 responsible authorities appoints Co-operating Persons and Participating Persons to the Strategy Board as per paragraph 4b, these persons shall be called 'partners'.
6. 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 three years.
7. The Strategy Board partners will agree on a Chair at the commencement of each three-year strategy cycle. 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 partners 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.

² Co-operating Persons and Participating Persons as defined under section 5(2) and 5(3) of the Crime and Disorder Act 1998

Membership and Collaboration

8. 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.

9. The Strategy Board may invite persons who represent Co-operating Persons and Participating Persons and bodies and such other persons to attend Strategy Board Meetings (called "Strategy Group invitees"), including representatives from the following:
 - City of London Corporation Public Protection
 - City of London Corporation City Operations
 - City of London Corporation Police Authority
 - City of London Corporation Community and children Services
 - City and Hackney Public Health
 - British Transport Police
 - Transport for London
 - City of London Crime Prevention Association
 - The Guinness Partnership
 - The City of London Corporation – Elected member residents representative
 - The City of London Corporation – Elected member business representative
 - London Ambulance Service
 - Victim Support representative

Voting and Decisions

10. 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

11. 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.
12. 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.
13. 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 information³.

SCP Strategy Board meetings

14. The SCP Strategy Board meetings will use a standard agenda template:
 - Minutes of the previous meeting
 - Update on risk and threat/performance management framework
 - Oversight of the partnership plan and exception reporting
 - 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

³ In accordance with regulation 5 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 (as amended)

15. 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.
16. 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

17. 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. The partnership plan sets out a strategy for meeting those priorities and how that strategy should be implemented by the SCP.

Key City of London Corporation Committee linkages

18. The SCP is represented on relevant key committees including the Police Authority Board (by the Chairman and officers), Health and Wellbeing Board (by officer), Homelessness and Rough Sleeping Sub-Committee (by officer), City and Hackney Safeguarding Board and Partnership (by officer).

Strategy delivery groups and Other Multi-Agency Collaboration

19. 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.
20. The SCP also collaborates with other multi-agency partnerships including: The Serious and Organised Crime Board; Domestic Abuse Multi-Agency Risk Assessment Conference (MARAC), City Community MARAC (CCM), Domestic Abuse and Sexual Violence Forum, and the Local Licensing Partnership (LLP). In addition, there are task and finish groups, such as the Drugs Working Group and the Anti-Social Behaviour Strategic Task and Finish Group, involved in this work.

Review

21. These Terms of Reference are to be reviewed in 12 months.