



## Exeter Community Safety Partnership Terms of Reference

### **1. Purpose**

- 1.1. Exeter Community Safety Partnership is known as Safer Exeter with the purpose of 'making our city safer for all.'
- 1.2. The Partnership will develop priorities for action which require a collaborative approach and cannot be achieved by one organisation alone.

### **2. Responsibilities**

- 2.1 To discharge the statutory responsibilities under the Crime & Disorder Act 1988; Police Reform Act 2012; Anti-Social Behaviour, Crime and Police Act 2014 and Police, Crime and Sentencing Act 2022 effectively.
- 2.2 To understand the community safety needs of the citizens of Exeter and develop actions in response.
- 2.3 To work with the Safer Devon Partnership and the Devon & Cornwall Police & Crime Commissioner where appropriate, to ensure local actions are aligned to their plans.
- 2.4 Where funding has been awarded as a result of a bid, the Partnership will ensure the effective spend of any grant allocation, and accountability, as set out in the grant terms and conditions.
- 2.6 To establish a mechanism for agreed priorities to be effectively progressed and monitored, supporting the operational sub-groups when that is required.

### **3. Governance**

- 3.1 Membership of the partnership will include representatives from those agencies with a statutory responsibility for community safety as well as other key partners including voluntary and private sector who are in a position to collaborate on activity (See Appendix A)
- 3.2 The Partnership is a strategic group and each agency should reflect their representation with the appropriate authority.
- 3.3 Each partner retains their own existing line of accountability for community safety. While the Exeter Community Safety Partnership does not have the power to direct other organisations it does have a role in identifying priorities and key areas for further work.

- 3.4 Membership of the partnership will be reviewed annually by the Management Group to ensure that it remains appropriate.
- 3.5 The Partnership Executive will elect a chair and maximum of two Deputy Chairs at the first meeting of the calendar year. The election of these posts will be overseen by the Lead Officer for Community Safety employed by Exeter City Council in their capacity as statutory convening body of the Partnership.
- 3.6 Where a chair or deputy chair has to stand down mid-term, the Executive will select a replacement at the next scheduled meeting, to take up the position until the first meeting of the calendar year.
- 3.7 Should the Executive consider that the Chair or Deputy Chairs are not fulfilling their role they may be asked to stand down as a result of a vote by the members of the Executive. A replacement would then be elected from amongst the membership.
- 3.8 The Chair shall be responsible for the operation of the meetings and in conducting any voting that is necessary. Decisions will generally be taken on the basis of consensus and agreement, failing that a simple majority vote will be used.
- 3.9 Each organisation represented at the Executive meeting of the partnership, both statutory and non-statutory shall have one vote. Where there is more than one attendee from an organisation, only one of the attendees may vote and this should be the main representative or their deputy as listed in Appendix A.
- 3.10 The Executive will be quorate when one third of the voting members are in attendance. Decisions of the Executive when quorate will be binding.
- 3.11 A Management Group comprising of the Chair, Deputy Chairs and Exeter City Council's Lead Officer for Community Safety will be responsible for managing and advising on the day-to-day operation of the partnership and have the authority to take action on behalf of the Executive between meetings and reporting back to the Executive as necessary.
- 3.12 The Management Group will identify key areas of work for progression for that particular financial year, and produce an annual Action Plan to that effect for approval by the Executive.
- 3.13 Representatives of organisations involved in the Community Safety Partnership may be invited to attend the Management Group meetings in an advisory capacity.
- 3.14 The Management Group will be responsible to the Executive for the financial, procedural, operational and disciplinary regulation of the partnership. Any alterations recommended by the Management Group will be subject to approval by a majority vote of the Community Safety Partnership Executive.
- 3.15 Voting for resolutions, recommendations or appointments within the Management Group shall be by majority vote. In the event of a tie, any resolution shall fail.
- 3.16 The Management Group are empowered to ensure that all policies and procedures are fully complied with by each member of the Community Safety Partnership.

#### **4. Frequency**

- 4.1 Executive meetings shall take place quarterly.

- 4.2 Management Group meetings will take place at least monthly, but can take place more regularly should it be deemed necessary by the Chair.
- 4.3 An Extraordinary Executive or Management meeting may be called by the Chair of the Partnership at any time between the set quarterly meetings, giving 7 days' notice to members of the relevant group.

## **5. Administration**

- 5.1 Exeter City Council shall be responsible for administering the Executive meetings and distributing minutes/action points.
- 5.2 The Executive Agenda will be prepared by the Community Safety Partnership Manager in consultation with the Management Group. Members will be asked for agenda items at least 10 working days before the meeting being held. All papers will be sent out at least 5 working days before the meeting date.
- 5.3 Tabling of items will not be permitted unless agreed by the Chair in advance of the meeting.
- 5.4 The Management Group is also the overall responsibility of Exeter City Council but the administration of the group may be delegated to the organisation that the Chair represents if this is felt to be more practical.
- 5.5 The Management Group Agenda will be prepared by the Chair in consultation with the Management Group. Members will be asked for agenda items at least 6 working days before the meeting being held. All papers will be sent out at least 5 working days before the meeting date.
- 5.6 Notes and action points will be distributed after the meeting.

## **6. Finance**

- 6.1 The partnership shall take opportunities to bid for funding to support priorities from a variety of sources. These funds will be held by whichever member organisation the funder deems appropriate.
- 6.2 Progress reports on spend shall be a standing item of Community Safety Partnership Executive meeting agenda.

## **7. Operational Sub-Groups**

- 7.1 Operational Sub-Groups may be established to progress the priority areas set by the Executive.
- 7.2 Each sub-group will be overseen by a member of the Executive but may be chaired by another member of the sub-group.
- 7.3 The Executive member responsible for each group or their representative will provide a progress brief to the Executive as part of the Executive meetings, together with budget monitoring reports where applicable.
- 7.4 The Chair of each Operational Sub-Group will have discretion as to membership, frequency of meetings and will determine the best way of working to deliver joined-up service delivery

to the communities of Exeter. Terms of Reference should be drafted for each group, and approved by the Partnership Executive.

- 7.5 The Partnership may review any of its Operational Sub-Groups at an appropriate interval determined by the Executive in terms of its scope, membership, terms of reference and end date.

**8. Domestic Homicide Reviews**

- 8.1 Exeter City Council's Lead Officer for Community Safety (or nominated deputy) will sit on the Domestic Homicide Core Group when deciding whether a death in Exeter meets the criteria to set up a Domestic Homicide Review.
- 8.2 Exeter City Council's Lead Officer for Community Safety (or nominated deputy) will sit on the Domestic Homicide Review Panel to help co-ordinate actions across the Community Safety Partnership.
- 8.3 The Management Group will be required to read the final report written by the Independent Chair of the panel and give approval for the report to be submitted to the Home Office.
- 8.4 The Management Group will ensure that actions coming out of the review are discussed at the Executive Meetings of the Partnership, that the Executive respond to those which are relevant to the partnership, and a written record is kept.

**9. Review**

- 9.1 This document will be reviewed every three years or sooner where there are changes in legislation, regulation or governance that will affect the function of the Partnership.

November 2023

## Membership of Exeter Community Safety Partnership Executive

Sector	Organisation	Named representative or role	Voting rights
Statutory Partners			
	Exeter City Council	<ul style="list-style-type: none"> <li>• Portfolio Holder for Culture and City Centre Community including Community Safety Partnership Lead (Cllr Laura Wright)</li> <li>• Portfolio Holder for Communities and Homelessness Prevention including Community Safety Partnership (Cllr Martin Pearce)</li> <li>• Customer Focus Scrutiny Committee Chair and member of Licensing Committee (Cllr Matthew Vizard)</li> <li>• Director Net Zero and City Management (David Bartram)</li> <li>• Community Safety Lead Officer (Simon Lane)</li> <li>• Community Safety Policy Officer (Melinda Pogue-Jackson)</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Devon and Cornwall Police	<ul style="list-style-type: none"> <li>• Local Area Commander (Superintendent Antony Hart)</li> <li>• Neighbourhood Team Inspector (Inspector Simon Arliss)</li> <li>• Specialist Problem Solver (██████████)</li> </ul>	<input checked="" type="checkbox"/>
	Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly	<ul style="list-style-type: none"> <li>• Director of Operations (Felicity Ridgeway)</li> </ul>	<input checked="" type="checkbox"/>
	Devon and Somerset Fire & Rescue Service	<ul style="list-style-type: none"> <li>• Group Commander (Ben Williams)</li> </ul>	<input checked="" type="checkbox"/>
	NHS Devon Integrated Care Board	<ul style="list-style-type: none"> <li>• Interpersonal Trauma &amp; Violence Lead (Collette Eaton-Harris)</li> </ul>	<input checked="" type="checkbox"/>
	██████████ Probation Service	<ul style="list-style-type: none"> <li>• Area Manager (Angela Holloway)</li> <li>• ██████████ (██████████)</li> </ul>	<input checked="" type="checkbox"/>
	Devon County Council	<ul style="list-style-type: none"> <li>• Political representation (Cllr Percy Prowse)</li> <li>• Safer Devon Partnership Manager (██████████)</li> <li>• Community Safety Policy Officer (██████████)</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

		Children and Young People Early Help Service Manager (████████)	
<b>Key Partners</b>			
Health	The Royal Devon University Healthcare NHS Foundation Trust (Hospital)	Security Manager – Violence Prevention & Reduction Lead (Mike Arthurs)	✓
Voluntary Sector	CoLab	Chief Executive (Fiona Carden) Deputy Chief Executive (Jon Cook) Programme Manager CoLab Women (Jeanie Lynch – CSP Deputy Chair)	✓ ✓
	Space Youth Services	Director of Youth Work (Lisa Rutter) Youth Work Manager (Steff Holwill)	✓
	Churches Unlimited	Exeter Street Pastors (Iain Miller)	✓
Business	InExeter (Exeter Business Improvement District)	Chief Executive (Nicola Wheeler)	✓
	Exeter Business Against Crime (EBAC) Partnership	Chair (Andrew McNeilly)	✓
	Met Office	Equality, Diversity & Inclusion Adviser (Susan Ward-Rice)	✓
Education	University of Exeter	Director of Campus, Residential and Commercial Services (Peter Scargill – CSP Chair) Head of Security (Dan Nicoll)	✓
	Exeter College	Deputy CEO and Vice Principal (Rob Bosworth)	✓

Updated November 2023