

North Yorkshire Community Safety Partnership

Constitution

1 Background

- 1.1 The Crime and Disorder Act 1998 (as amended) requires the Police Service, Local Authorities, Fire and Rescue Authority, National Probation Service, Community Rehabilitation Company, and Clinical Commissioning Groups (collectively known as the responsible authorities) to work together and with others to:
 - a. Protect their local communities from crime and help people feel safer;
 - b. Deal with local issues like antisocial behaviour, drug or alcohol misuse and re-offending; and
 - c. Assess local crime priorities and consult partners and the local community about how to deal with them.
- 1.2 In the interests of efficiency and economy, the responsible authorities in the county of North Yorkshire have agreed to establish a single Community Safety Partnership (CSP) for North Yorkshire (to be known as the North Yorkshire Community Safety Partnership).
- 1.3 The purpose of the CSP is to bring together the responsible authorities, supported by other relevant organisations, to fulfil their statutory responsibilities to work together.
- 1.4 The CSP will be supported by district based Local Delivery Teams (LDTs).

2 Role and functions

- 2.1 The CSP will:
 - a. Input into the development of the Joint Strategic Intelligence Assessment (JSIA), in partnership with the LDTs.
 - b. Agree the Joint Strategic Intelligence Assessment for North Yorkshire.
 - c. Develop and agree a three year Community Safety Partnership Plan, updated annually, for reducing crime and disorder in North Yorkshire.
 - d. Monitor and evaluate activity undertaken to deliver the Plan.
 - e. Develop links and opportunities for collaborative working between the responsible authorities and other relevant organisations to deliver the most efficient and effective community safety services for the communities of North Yorkshire within available resources.
 - f. Agree the terms of reference of the LDTs.
 - g. Receive regular updates from each of the LDTs and provide updates in return.
 - h. Mitigate risks to community safety services by finding and implementing the most appropriate control measures.
 - i. Attract funding and resources from appropriate funding streams and/or organisations.
 - j. Agree the utilisation of funding and other resources attracted by the CSP.

- k. Provide advice and feedback to the Police and Crime Commissioner to support the development of the Police and Crime Plan and commissioning strategy.
- l. Communicate and consult with the communities of North Yorkshire in partnership with the LDTs, on community safety matters and ensure any feedback received follows an appropriate channel to influence the work of the CSP.
- m. Take the lead with regard to Domestic Homicide Reviews, in accordance with national guidance.

3 Membership of the CSP

3.1 Meeting support:

- a. Chair - from one of the responsible authorities, elected annually by the representatives of the responsible authorities, working to a role description agreed by the representatives of the responsible authorities.
- b. Deputy Chair - from one of the responsible authorities, elected annually by the representatives of the responsible authorities, working to a role description agreed by the representatives of the responsible authorities.
- c. Secretariat support for meetings of the CSP - provided by North Yorkshire County Council.

3.2 Responsible Authorities:

- a. Airedale, Wharfedale and Craven Clinical Commissioning Group
- b. Craven District Council
- c. Hambleton District Council
- d. Hambleton, Richmondshire and Whitby Clinical Commissioning Group
- e. Harrogate and Rural District Clinical Commissioning Group
- f. Harrogate Borough Council
- g. Humberside, Lincolnshire, and North Yorkshire Community Rehabilitation Company
- h. National Probation Service
- i. North Yorkshire County Council
- j. North Yorkshire Fire and Rescue Authority
- k. North Yorkshire Police
- l. Richmondshire District Council
- m. Ryedale District Council
- n. Selby District Council
- o. Scarborough and Ryedale Clinical Commissioning Group
- p. Scarborough Borough Council
- q. Vale of York Clinical Commissioning Group

3.3 Representatives of responsible authorities:

- a. Every responsible authority will be represented by one person with the requisite authority necessary to direct activity related to community safety.
- b. A representative may nominate a named substitute with appropriate seniority and knowledge to attend and act in their absence.
- c. One person cannot represent more than one responsible authority.

- d. Representatives of responsible authorities shall receive agendas, papers and minutes of CSP meetings.
- e. Representatives of responsible authorities shall have the right to speak and vote on all items at all meetings.
- f. With the specific agreement of the CSP, more than one person from a responsible authority may receive agendas and papers for CSP meetings and attend meetings; however only one representative from each responsible authority may vote at meetings.

3.5 Relevant organisations:

- a. Office of the Police and Crime Commissioner
- b. North Yorkshire (Local) Criminal Justice Board
- c. North Yorkshire Youth Justice Service
- d. North Yorkshire and York Forum or nominated representative from the voluntary and community sector
- e. Safer York Partnership
- f. Other organisations as agreed from time to time by the responsible authorities

3.6 Representatives of relevant organisations:

- a. Every relevant organisation will be represented by one person appointed by the organisation with the requisite authority necessary to direct activity related to community safety.
- b. A representative may nominate a named substitute with appropriate seniority and knowledge to attend and act in their absence.
- c. Representatives of relevant organisations shall receive agendas, papers and minutes of CSP meetings.
- d. Representatives of relevant organisations shall have the right to speak on all items at all meetings but not to vote at meetings.

4 Meetings and other arrangements

- 4.1 The CSP shall meet at least three times a year on dates agreed by the CSP. Additional meetings may be called by the Chair and shall be called upon the request of representatives of at least four responsible authorities.
- 4.2 Meetings will be quorate if representatives of at least at six responsible authorities are present.
- 4.3 Every reasonable effort will be made to ensure that decisions are taken by consensus. In the event of a consensus not being reached, a decision will be reached by a simple majority of representatives of responsible authorities present and voting at the meeting, with each responsible authority having one vote. In the event of it not being possible to reach a decision by a simple majority of members present and voting, the Chair will have an additional casting vote. Voting shall be by show of hands.
- 4.4 In the absence of both the Chair and Deputy Chair, the representatives of the responsible authorities present will, as the first item of business, appoint one of themselves to chair the meeting.

- 4.5 The Chair will determine the content and structure of meeting agendas. Any member may suggest items for inclusion on the agenda by contacting the Chair at least ten working days before the meeting. Items not identified on the agenda may be raised by representatives under the 'Any Other Business' agenda item at the CSP meeting.
- 4.6 Agendas and papers for a meeting should normally be circulated five working days before the meeting is due to take place. The minutes of a meeting should normally be circulated within ten working days after the meeting.
- 4.7 All information included with agendas, papers and minutes of meetings must comply with all relevant public information legislation.
- 4.8 If any dispute or difference arises, members are expected to respect each other's views and seek to identify and deal with the issues of concern. If necessary, the Chair will identify a mutually acceptable person or process to guide the relevant members to a resolution.
- 4.9 All representatives of responsible authorities and all representatives of relevant organisations must declare any interests which could influence the decisions they make as part of the CSP.
- 4.10 The CSP may establish sub-groups to deliver specific pieces of work. Every sub-group must have terms of reference agreed by the CSP that clarify the remit, purpose and membership; and must be disestablished once the purpose has been achieved.
- 4.11 Whilst the work of the CSP may influence the decision and policy making of the responsible authorities and relevant organisations, the responsible authorities and relevant organisations appreciate that they are independent of each other and need to make their own decisions in relation to the work of the CSP in accordance with their own authority's or organisation's procedures. These responsibilities cannot be delegated to the CSP. Each representative therefore remains accountable to their own authority or organisation.

5 Local Delivery Teams

- 5.1 A Local Delivery Team (LDT) will exist for each of the districts in North Yorkshire. One LDT may work across more than one district by mutual agreement between the responsible authorities in those districts.
- 5.2 The purpose of the LDT is to bring together the operational managers of the responsible authorities, supported by other relevant organisations, to coordinate and ensure the delivery of the North Yorkshire Community Safety Partnership Plan in the district, in particular to:
 - a. Protect their local communities from crime and disorder, and help people feel safer;
 - b. Deal with local issues like antisocial behaviour, drug or alcohol misuse, re-offending and crime prevention; and
 - c. Assess local crime and disorder priorities and consult partners and the local community about how to deal with them.

- 5.3 As a minimum the LDT will:
- a. Input into the development of the Joint Strategic Intelligence Assessment (JSIA) and the North Yorkshire Community Safety Partnership Plan.
 - b. Coordinate the activity of responsible authorities and other relevant organisations to ensure the delivery of the North Yorkshire Community Safety Partnership Plan in the district.
 - c. Share relevant local information and knowledge, including that supplied by the Office of the Police and Crime Commissioner and the Police.
 - d. Maintain a problem solving approach; working in partnership to identify and mitigate the impact of crime and disorder issues on the locality or victim and to promote crime prevention activities.
 - e. Provide regular updates to and receive regular updates from the North Yorkshire Community Safety Partnership.
 - f. Advise the North Yorkshire Community Safety Partnership on key matters relating to local community safety to support the development of strategic themes and priorities.
 - g. Monitor and respond to emerging trends and issues that require a quick delivery response.
 - h. Support partners and the community to deliver community safety solutions and projects in a timely and expedient manner.
 - i. Work collaboratively with North Yorkshire Community Safety Partnership, delivery partners commissioned by the Office of the Police and Crime Commissioner, and other LDTs to ensure enhanced, effective and efficient joined up delivery at district level.
 - j. Provide regular updates to the relevant local authority crime and disorder overview and scrutiny committee(s).
- 5.4 Membership:
- a. Core (voting) membership will comprise operational managers from the responsible authorities.
 - b. Representatives (operational managers) of other relevant organisations (for example the voluntary and community sector) may be co-opted, as agreed by the core membership.
 - c. Others as agreed by the core membership.
- 5.5 Each LDT will agree its own arrangements with regard to:
- a. Appointment of Chair and Deputy Chair
 - b. Administrative support
 - c. Frequency of meetings
 - d. Quorum
 - e. Decision making
 - f. Content of agenda
 - g. Circulation of papers / action logs
 - h. Resolution of disputes and differences
 - i. Declaration of interests
 - j. Task and finish groups

6 Constitution

- 6.1 This constitution will be reviewed by the CSP as necessary, but not less than every two years. All changes to the constitution must be agreed by the CSP.