

Oxfordshire Safer Communities Partnership
Draft Constitution

1. Background

1.1. The Oxfordshire Safer Communities Partnership (OSCP) is one of seven thematic partnerships in Oxfordshire*. The partnerships are part of a strategic framework that the county council is expected to put in place to improve outcomes for local people.

Most partnerships are not legally constituted bodies, but work to meet collectively agreed objectives. However, Community Safety is one of two partnerships that the county council as an upper tier authority is required by Government to have in place. The other is the Children's Trust.

1.2 Membership of OSCP includes representatives of organisations with a statutory responsibility for community safety (police, police authority, local authorities, primary care trusts, fire authorities, probation service) and also stakeholders who are key to shaping and delivering the community safety agenda. The OSCP is a strategic group and membership reflects the authority expected in such a group.

1.3 Partners have agreed to work together to support and/or implement the priorities in Crime & Disorder Reduction Partnership (CDRP) strategies, Tactical Business Group (TBG) strategies and Oxfordshire 2030, as well as co-ordinating activity to assist in the delivery of Local Area Agreement targets. OSCP will report on progress against LAA Community Safety targets to the Oxfordshire Public Service Board.

1.4 All member organisations of OSCP accept that they are committed to working together. There is recognition that OSCP can only achieve its objectives by reaching consensus and building co-operation across the organisations and communities represented. It will not assume, or take precedence over, the statutory decision-making and public accountability roles of elected members of local authorities, probation service, health services and the police, and will respect the working and agendas of participating member agencies.

1.5 OSCP is committed to community consultation. This will be achieved by ongoing consultation at local and countywide levels on direction, service proposals, outcomes and future developments.

1.6 Agendas and minutes of previous meetings for the last year will be published on the OSCP web pages. Meetings will be held in public, and all matters will be open to the public unless exemptions apply in accordance with the Freedom of Information Act.

* The seven partnerships comprise: Spatial Planning and Infrastructure Partnership; Children's Trust; Health & Wellbeing Partnership; Oxfordshire Safer Communities Partnership; Oxfordshire Economic Partnership and Stronger Communities Partnership. The Environment Partnership and Oxfordshire Waste Partnership were brought together in 2009 following the review of partnership governance in Oxfordshire. The two partnerships remain distinct but are now working closely together as one partnership.

2. Aims of the Partnership

- To reduce crime, anti-social behaviour and the fear of crime, and promote community safety across Oxfordshire. This will be achieved by:
 - Ensuring co-ordination of work by Crime and Disorder Reduction Partnerships and others involved in delivering community safety
 - Providing leadership and co-ordination of community safety services in Oxfordshire, striving to improve services locally and across the county
 - Ensuring activity under the community safety agenda within Oxfordshire complies with the six Hallmarks of Effective Partnerships:
 - *Empowered and Effective Leadership*
 - *Visible and constructive accountability*
 - *Intelligence-led business processes*
 - *Effective and Responsive Delivery Structures*
 - *Engaged Communities*
 - *Appropriate Skills and Knowledge*
- To exercise a “peer accountability” function across the broad delivery of community safety. This will not detract from processes already in place, eg CDRP public meetings, Scrutiny Committees or statutory reporting lines
- To propose any community safety funding allocation to the Oxfordshire Public Service Board, based on work commissioned and delivered through the CDRPs and by the Tactical Business Groups

3. Terms of Reference

3.1. OSCP members will work together, as part of local and national strategies to tackle crime, anti-social behaviour and the fear of crime, deprivation, social exclusion and inequalities.

Members will:

- Agree the vision and objectives of the Partnership
- Agree the policies and plans needed to achieve these objectives
- Oversee and be accountable for government funding for Community Safety (including the Area-based Grant and Local Area Agreement Reward funding)

- Promote inclusive, joined up and continuous improvement of service delivery
- Agree a scheme of delegation and reporting which ensures a delineation between policy matters and implementation matters to be undertaken at local level by CDRPs and TBGs
- Prepare a community safety agreement for the county to set out how the partnerships within the county will co-operate to deliver their priorities, and identify priorities to feed into the Local Area Agreement
- Agree policies and make decisions on matters that give rise to significant financial or other risk to OSCP
- Consider CDRP strategic priorities and appropriate local and national targets and in agreement with CDRPs, commission the production of an annual Strategic Intelligence Assessment to inform plans, address risk, identify countywide priorities, and allow for an overall intelligence-led business process
- Monitor and review on a regular basis the performance of OSCP in relation to the above
- Ensure publicity and promotional materials are branded appropriately, and OSCP contributes to communications such as the Oxfordshire Partnership newsletter
- Partnership members to communicate news, decisions and activities back to their respective organisations

4. Membership of OSCP

4.1. OSCP members will consist of the organisations in the list below; each will be entitled to have one member representative. Those organisations in the list which are highlighted in **bold** are “Responsible Authorities” (required by statute to work together to reduce crime & disorder).

- Oxfordshire Drug and Alcohol Action Team
- **Oxfordshire Fire & Rescue Service**
- **NHS Oxfordshire**
- **Local government – county and district councils**
- **Thames Valley Police**
- **Thames Valley Police Authority**
- HM Prison Service
- **Thames Valley (Oxfordshire) Probation Service**
- The voluntary, community and faith sector
- Government Office for the South East
- Chairs of CDRPs, (or a nominated substitute, who will be able to vote at meetings) where these are not already represented above

4.2 The voting membership of OSCP is as above. Each member has one vote, apart from the Chairman, who has an additional or casting vote. Each Responsible Authority (which may have more than one representative in a different capacity) may only have one vote.

4.3 Members can be outvoted by a majority decision, except where a commitment to funding is requested, when individual members may opt out.

4.4 Members should vote according to the best interests of the organisation they are representing, regardless of other interests or appointments outside the Partnership

4.5 A quorum for OSCP meetings will be eight members. Meetings cannot be held unless eight members are present.

4.6 Where voting members are not able to attend meetings, they may nominate a deputy, who will retain the voting right for the agency they are representing.

4.7 Where major decisions are being voted on, absent members should have the opportunity to vote by proxy.

4.8 The member must inform the Secretariat if they will not be attending and who their representative will be.

4.9 A number of Supporting Officers act in a consultative, expert or critical friend role for the Partnership. The County Treasurers Group provides support on financial matters.

4.10 Members of the public can request to attend and speak at OSCP meetings, with not less than 24 hours notice to the Secretariat. They may also be invited to attend by the Chairman. They may not vote, and must only speak on the items they have agreed with the Secretariat unless invited to do otherwise by the Chairman. Members of the public who wish to address OSCP will be given a maximum of five minutes to speak.

4.11 In determining whether to invite a person to address a meeting, the Chairman should consider the previous opportunities taken by that person (or his or her organisation) to address the Partnership on the same issue. Where there are a number of requests from people wishing to present similar views on the same issue, the Chairman *may* require that the views be put by a single spokesperson. It is expected that only in exceptional circumstances will a person (or an organisation) be allowed to address more than one meeting on a particular issue.

4.12 Members are asked to provide written notification, usually with a minimum prior written notice of six months, to the Chairman and Secretariat of their intention to leave OSCP.

5. Appointment of the Chairman/Deputy Chairman

5.1 The Chairman will be appointed annually, on an automatic alphabetical rotation basis between Responsible Authorities in accordance with the membership list below. The Chairman for the following year will become the Deputy Chairman.

- Cherwell District Council (Local Government)
- NHS Oxfordshire
- Oxford City Council (Local Government)
- Oxfordshire County Council (Local Government)/Oxfordshire Fire & Rescue Service
- South Oxfordshire District Council (Local Government)
- Thames Valley Police/Thames Valley Police Authority
- Thames Valley (Oxfordshire) Probation Service
- Vale of White Horse District Council (Local Government)
- West Oxfordshire District Council (Local Government)

When the chairman is from a local authority or the police authority he or she will be an elected member.

5.2 The Chairman should give OSCP six months notice should he or she choose to resign his or her position, (except in exceptional circumstances, where the chairmanship may be affected by elections).

5.3 The Chairman will have responsibility for ensuring that the tasks of OSCP are carried out through the constituent members. He or she will act as contact and signatory for agreements on behalf of the group.

5.4 The Chairman will preside at meetings of OSCP in an inclusive way so as to ensure that meetings are well-chaired, and move through the agenda in a systematic fashion and finish at a pre-agreed time, ensuring the core business is delivered.

5.5 If the Chairman is not present within 10 minutes of the time fixed for the beginning of the meeting, or is unwilling or unable to act in the case of a conflict of interest, the Deputy Chairman will act as the Chairman for that meeting or item only, and will have the right to cast the Chairman's additional vote.

5.6 If neither the Chairman nor the Deputy Chairman is present, the Partnership will agree who will act as Chairman, for the duration of that meeting, but without the additional casting vote.

5.7 Members are responsible for ensuring that they not only represent the views of their constituent organisation but also demonstrate objectivity and impartiality in OSCP decision-making.

6. Frequency of Meetings

6.1. OSCP will meet quarterly, and more often if determined by the Forward Plan.

6.2 A Forward Plan will outline key items for future agendas; this will be reviewed at each OSCP meeting. Additional items for the forward plan that are not considered at an OSCP meeting must be submitted to the Secretariat one month before the meeting and be considered and agreed by the Oxfordshire Safer Communities Officer Group (SCOG) before they are added to the plan. The draft agenda and papers should be sent to the Secretariat ten working days before the date of the OSCP meeting.

6.3 The OSCP meeting agenda, reports and supporting papers will be circulated by the Secretariat a minimum of five working days before each OSCP meeting.

6.4 Urgent items will be accepted with three working days' notice prior to the meeting at the Chairman's discretion.

6.5 Meetings will be supported and minuted by the Secretariat, provided by Oxfordshire County Council.

6.6 Four or more OSCP voting members may request the Chairman to hold an urgent, extraordinary meeting at a minimum of 48 hours' notice.

7. Delegation

7.1. OSCP will agree a scheme of delegation and may delegate any of its responsibilities to individual officers or members, the Oxfordshire Safer Communities Partnership Officer Group, CDRPs, Tactical Business Groups (TBGs) or an appropriate agency, including established multi-agency steering groups. The delegation must be recorded in the minutes of the meetings.

7.2 Those who have delegated responsibilities must keep OSCP informed of their activities and proceedings, and submit formal written reports to the Partnership as requested.

7.3. TBGs covering specific areas may be convened as needed. Terms of reference for TBGs should be agreed by OSCP.

8. Tactical Business Groups (known as TBGs)

8.1. TBGs represent the countywide priorities of CDRPs and their aim is to co-ordinate activity around the priorities and support CDRPs. Additional TBGs may be commissioned or agreed by OSCP as required and discontinued by agreement of the Partnership. Each TBG will work to its developed strategy/government requirements.

8.2. The Chairman of each TBG is responsible for reporting progress to OSCP in accordance with the Forward Plan.

8.3 TBGs act as consultative and advisory bodies on strategic issues and planned activities, especially in relation to their strategies and action plans.

8.4 CDRP strategies and action plans are approved by the Responsible Authorities outside OSCP.

8.5 TBGs should seek opportunities for working with others and for joint commissioning to deliver better outcomes for local people.

8.6 They may also act as a conduit for project proposals from other agencies that contribute to the delivery of objectives or targets as outlined above.

9. Conflicts of interest

9.1 Members will be subject to the codes of conduct and requirements for registration of interests of the bodies which they represent. Each OSCP agenda will have as a first item 'declaration of interests'.

9.1 Members will be asked at the start of each meeting to declare any interest in any agenda item, whether personal or prejudicial.

9.2 Where the interest in the matter is such that it is prejudicial, the member concerned must not vote and would usually be expected to leave the meeting during consideration of that matter. The member in question may make a short statement before leaving the meeting.

9.3 Members of OSCP are requested to complete a short Register of Interests form. These are posted on the OSCP web pages.

10. Equalities and Inclusion

10.1 OSCP will operate in accordance with Equalities legislation and guidance, and actively value the benefits of diversity. It will ensure fair treatment and equality of opportunity; this includes representation and participation on OSCP. It will also work in accordance with any guidance on equalities produced for the Partnership.

10.2 The OSCP Secretariat will ensure that wherever possible arrangements are made to accommodate the needs of those attending meetings.

10.3 The Partnership will carry out an Equality Impact Assessment bi-annually on its functions, policies and services. The responsibility for this will be determined by the Chairman. (It is possible that this could be carried out independently by the county council Partnership Working Unit).

11. Complaints Procedure

11.1. In the event of a complaint regarding the Partnership that has not been resolved locally, the complaint should, in the first instance be passed to the Chairman of OSCP, who will acknowledge the complaint in writing. The Chairman should then follow the County Council's Complaints Procedure, (www.oxfordshire.gov.uk) which may involve seeking resolution in discussion with the Partnership, depending on the nature of the complaint.

12. Partnership Information Sharing

12.1 Partnership working often involves sharing personal and non-personal data obtained from many different sources. OSCP must only share information when it is lawful to do so and in accordance with any applicable law, such as the Crime & Disorder Act 1998/ Police and Justice Act 2006, Data Protection Act 1998, Human Rights Act 1998 and the common law duty of confidentiality.

12.2 A Community Safety Information Sharing Protocol agreed by partners allows sharing of information to help address crime and disorder. This is included on the OSCP web pages.

13. Partnership Governance self assessment

13.1 Oxfordshire Partnership governance agreements require an annual self-assessment of the partnership, the self-assessment to be conducted every year beginning in 2010.

14. Risk Management

14.1 The Partnership will take responsibility for the identification and management of risk.

- Strategic risks to the Partnership as a whole will be managed by the Partnership Development Group on behalf of the Oxfordshire Partnership
- The Partnership will ensure that strategic risks are identified, managed, and escalated to the Oxfordshire Partnership as required
- Risks to delivery of partnership targets will be identified and managed by the target leads and appropriate support group. They will be escalated in regular performance reports

15. Partnership Performance Management

15.1 Thematic partnerships now have responsibility for driving delivery of the Local Area Agreement 2 targets, Oxfordshire 2030 and the National Indicator set. Partners have agreed a common set of standards and policies for performance management.

15.2 Each thematic partnership is responsible for delivery of the targets that fall within its remit. Community Safety target leads will provide relevant data/information to a performance manager, who reports quarterly to the Partnership.

15.3 The county council's Policy Unit has overall responsibility for collating data and guaranteeing its quality. OSCP has a responsibility to consistently

deliver high-quality data to the Unit. The Unit will report quarterly on each thematic partnership's performance management to the Public Service Board which is the body finally responsible for delivering LAA2 and Oxfordshire 2030.

16. Audit

16.1 Many different audit services (including those from the Home Office, Government Office for the South East and partner agencies) have a right of access to the partnership and for different reasons. The Partnership is committed to responding in full to requirements of audit. This may include the county council's internal and external auditors, who may seek assurance through audit review on the effectiveness of partnership working for financial and non-financial risks.

17. Conflict resolution

17.1 In the event of any dispute or difference between all or any members of the Partnership, those concerned shall meet to settle the issue amicably. Otherwise the matter will be referred to all Chief Executives to resolve. If this fails to result in agreement, the matter should be referred to the Public Service Board for final determination.

18. Media Strategy/reputation management

18.1 Partners agree, that in terms of any communications with the media, they will be supportive of the Partnership and their member organisations. In matters of concern any press release will be approved by member organisations.

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Membership of the Oxfordshire Safer Communities Partnership

Members of OSCP:
<ul style="list-style-type: none">• <u>Chairman</u>. Automatic alphabetical rotation on an annual basis between statutory representatives
<ul style="list-style-type: none">• <u>Drug and Alcohol Action Team:</u> Director
<ul style="list-style-type: none">• Oxfordshire Fire & Rescue Service: Chief Fire Officer and Director for Community Safety & Shared Services, OCC
<ul style="list-style-type: none">• <u>NHS Oxfordshire:</u> Assistant Director of Public Health (Partnerships and Health Inequalities)
<ul style="list-style-type: none">• <u>Local government:</u> Relevant portfolio Executive Member, Oxfordshire County Council; Five Executive Members, District Councils
<ul style="list-style-type: none">• <u>Thames Valley Police:</u> Oxfordshire BCU Commander
<ul style="list-style-type: none">• <u>Thames Valley Police Authority:</u>
<ul style="list-style-type: none">• <u>HM Prison Service:</u> Governor, HMPS Bullingdon
<ul style="list-style-type: none">• <u>Probation Service:</u> Assistant Director
<ul style="list-style-type: none">• <u>Voluntary and Community Sector:</u>
<ul style="list-style-type: none">• Regional /national bodies: GOSE
Supporting Officers:
<ul style="list-style-type: none">• Chief Executive Oxfordshire County Council• 5 Chief Executives, District Councils or Senior Officers to deputise• Interim Head of Commissioning, Performance and Quality Assurance Children and Young People Directorate, Oxfordshire County Council• Head of Major Programmes, Social and Community Services• Chairman of Oxfordshire Safer Communities Partnership Officer Group• Strategic Lead for Youth, Oxfordshire County Council• Tactical Business Group Chairmen
Secretariat:
<ul style="list-style-type: none">• Oxfordshire County Council Safer Communities Unit

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