

Oxfordshire Safer Communities Partnership

Business Group

Terms of Reference

17/10/11

1. Background

- 1.1. The Oxfordshire Safer Communities Partnership (OSCP) is a statutory partnership and one of several 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.
- 1.2. Regulation 8 of The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 sets out the community safety requirements which apply at a county-wide level. This Regulation requires that each county area where two-tier local Government arrangements applies must-
 - Have in place a county-wide community safety strategy group with a defined minimum membership.
 - Prepare a community safety agreement for the area which identifies-
 - (a) the ways in which the responsible authorities in the county area might more effectively implement the priorities set out in local community safety strategic assessments through coordinated or joint working; and
 - (b) how the responsible authorities in the county area might otherwise reduce re-offending, crime and disorder or combat substance misuse through coordinated or joint working.
- 1.3 In Oxfordshire, the Safer Communities Partnership Board fulfils these statutory functions. Within the Community Safety Partnership the Board works alongside the Business Group to provide a framework for partnership working through a business cycle, informed by an annual strategic intelligence assessment, which ensures coordinated action on community safety matters, directing resources to the highest priority areas and ensuring efficiency and effectiveness.

2.0 Business Group Functions

- 2.1 The key functions of the Business Group are-

- a) To ensure the Partnership Board is provided with advice and guidance to assist it to fulfil its role in providing for strategic direction and challenge on county-wide community safety issues.
- b) To manage the process for developing a longer-term 5 year plan for approval of the Partnership Board that provides the strategic direction for community safety across Oxfordshire.
- c) To produce an annual strategic intelligence assessment informing partners of the current community safety risks and opportunities by way of a combination of data analysis and environmental scanning.
- d) To manage the process for developing a rolling annual Business Plan that provides for decision-making by the Partnership Board on the short-term activities necessary to manage and mitigate Oxfordshire-wide risks e.g. crime trends, new or emerging threats, demographic changes, etc.
- e) Work with lead agencies to develop, influence and support countywide community safety initiatives and plans. This will include delivery of statutory plans, including the Oxfordshire Reducing Re-offending Strategy, the Oxfordshire Drug and Alcohol Strategy 2011-13, and Community Safety Partnership strategies.
- f) To ensure arrangements are in place for information-sharing between partners to support analysis and the identification of risks and opportunities on community safety issues.
- g) To monitor community safety performance across the county and agree mitigation action where appropriate.
- h) To work in partnership to address the community safety risks, priorities, opportunities and threats agreed for collective action by the Partnership Board. The areas agreed for collective action will be documented in a work programme with associated outcomes and milestones.
- i) To report to the Partnership Board on progress towards achieving agreed outcomes.
- j) To seek opportunities to assist local community safety partnerships to be as efficient and effective as possible through sharing resources and best practice and developing joint initiatives.
- k) To form effective links with other thematic partnerships and other organisations where appropriate or directed by the Partnership Board.
- l) To ensure a robust framework for Community Safety planning and coordination across Oxfordshire.

2.2 The Business Group will form appropriate sub-groups where necessary or beneficial to do so. These groups may include long-term tactical business groups responsible for developing and delivering strategies for managing long-term issues, and short-term task and finish groups. The Business Group will nominate a lead partner or organisation for each sub-group. Membership of these groups will be determined by the members of the Business Group or the nominated lead partner/ organisation for that sub-group. Each Business Group member is expected to support the work of some or all sub-groups, but Business Group members may delegate this responsibility to other people within their organisation.

- 2.3 The nominated lead partner/organisation for each sub-group will designate a lead officer for the workstream. This lead officer will be responsible for reporting progress of the sub-group to the Business Group. The frequency of progressing reporting will be determined by the Business Group.
- 2.4 The Business Group may agree to expand its membership, either on a permanent or temporary basis, to enable more effective outcomes to be achieved. Similarly, representatives of other organisations may be asked to contribute to the activities of sub-groups.
- 2.5 The Business Group may commission the delivery of services by an another group or organisation if appropriate, agreed in accordance with normal decision-making processes (see below) and supported by sufficient funding.

3. Membership

- 3.1. The Business Group will consist of representatives of the following organisations-
 - An Officer representative from each district council area.
 - Officer representatives from Oxfordshire County Council (including Fire and Rescue and Youth Offending Services).
 - Representatives from Oxfordshire Safer Communities Unit (in a secretariat role)
 - Chief Fire Officer (Chairman).
 - One Policing Area Commander representing all LPA Commanders.
 - Representatives from the Probation Service.
 - Representative from Oxfordshire NHS and Public Health
 - Representative of the DAAT.
 - Representative from the voluntary sector.
 - Representative of the Prison Service.
 - Lead officers from each sub-group formed by the Business Group where they are not already members of the Business Group.
- 3.2 The Chairman may appoint a Deputy to chair meetings in his or her absence.
- 3.3 Secretariat support is provided by the Safer Communities Unit of Oxfordshire County Council and officers from that Unit will attend Business Group meetings for that purpose.
- 3.4 All member organisations of the Safer Communities Partnership accept that they are committed to working together. There is recognition that the Partnership 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 local authorities, probation service, health services and the police and will respect the working and agendas of participating member agencies.

- 3.5 All organisations are entitled to one vote, apart from the Chairman, who has an additional or casting vote. Members can be outvoted by a majority decision, except where a commitment to funding is requested, when individual members may opt out. 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. The member must inform the Secretariat if they will not be attending and who their representative will be.
- 3.6 Where major decisions are being voted on, absent members have the opportunity to vote by proxy.

4. Meetings

- 4.1 The Business Group will meet every 2 months. The Chairman can determine that a meeting is not required and in which case the Group may meet less frequently. However, before cancelling a meeting the Chairman must consult with Group Members and hold the meeting if requested to do so.
- 4.2 Meetings of the Business Group will not be open to the public on account of the need for discussion on operational and sensitive matters.
- 4.3 The Business Group meeting agenda, reports and supporting papers will be circulated by the Secretariat a minimum of five working days before each Group meeting.
- 4.4 Urgent, extraordinary meetings can be held at the discretion of the Chairman and at a minimum of 48 hours' notice.