

Terms of Reference for the Bournemouth Community Safety Partnership Board

Board Responsibilities

The Bournemouth Community Safety Partnership (CSP) is the statutory Crime and Disorder Reduction Partnership for the Borough of Bournemouth. It is responsible for compliance with the statutory duties and responsibilities set out in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, and in subsequent Home Office regulations.

This CSP Board will have responsibility for:

- Local delivery of the crime and disorder priorities which emerge from the annual Partnership Strategic Assessment;
- Contributing to the implementation of the both the Bournemouth and Poole Safeguarding Adults Board (SAB) and Local Safeguarding Children's Board Strategies by ensuring that all work undertaken by the CSP demonstrates clear links with the wider safeguarding agenda.
- Agreeing whether or not to carry out a domestic homicide review following the death of a domestic violence victim; however it will be the responsibility of the Safeguarding Adults Board to carry out the review.

Purpose of the Board

- To ensure effective local delivery against crime and disorder priorities
- To enable a diverse range of agencies and bodies to work together effectively to achieve common goals;
- To ensure that an annual delivery plan is agreed and implemented, and that agreed targets are met;
- To hold the partners to account for the delivery of agreed outcomes;
- To ensure an evidence-led and problem-solving approach is used within the CSP, including commissioning processes.

Key Roles and Responsibilities

The key roles and responsibilities of the Board are:

- To ensure CSP compliance with the statutory duties and responsibilities stated in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, the Crime and Social Responsibility Act 2011 and any subsequent Home Office regulations.
- To ensure that delivery plans are in place to support the strategic objectives and to receive regular reports on progress against key priorities

- To oversee performance in relation to the CSP outcomes and the targets set out in the CSP Strategy, and to instigate any necessary action to address areas of under-performance.
- To ensure that the resources allocated are used to deliver the CSP's objectives.
- To ensure regular reports are provided to the Bournemouth & Poole Local Safeguarding Children's Board on overlapping issues such as Domestic Abuse and Sexual Violence

Membership

Each of the responsible authorities is required to be represented on the CSP Board plus other relevant organisations, all of whom have voting rights:

- Bournemouth Borough Council
- Dorset Police
- Dorset Clinical Commissioning Group
- Dorset Fire Authority,
- National Probation Service
- Dorset, Devon & Cornwall Community Rehabilitation Company
- Dorset Youth Offending Service
- Voluntary Sector Representatives (x2)

All members of the Board should be able to commit to regular attendance and represent their organisation effectively by:

- Communicating and championing the work of the CSP within their individual agencies;
- Ensuring that their organisation has a designated person responsible for the provision of agreed data to the CSP for Partnership Strategic Assessments and performance monitoring purposes;
- Discussing potential conflicts and differences to seek the most effective solutions;
- Identifying and committing resources to deliver actions they have agreed their organisation will undertake to support the delivery of the CSP Plan; and
- Promoting equality of opportunity both in the operation of the Board and the work commissioned by it.

Deputising is permitted when necessary..

The Board will keep its membership under review and has the right to invite additional members to join.

Meeting Style and Structure

The CSP Board will meet quarterly with additional meetings to be agreed when required.

The meeting cycle will be agreed annually.

The Chair of the Board will provide at least 4 weeks notice (unless otherwise agreed) in writing (includes e-mail) of the date, time and location of any meeting.

The Chair of the Board will agree the agenda prior to the meetings. The agenda to reflect the terms of reference and provide opportunity for discussion of any other business.

Additional agenda items must be relayed to the Chair within one week of the meeting. The Chair will then consider whether they can be added.

Papers and items need to be placed on the agenda in advance of meetings. Papers will be circulated at least five working days prior to meetings, to allow sufficient time for partners to prepare.

Voting

Whenever possible, all decisions will be made on the basis of consensus, with a casting vote held by the Chair. Each organisation present at any meeting will have one vote.

A quorum of 33% of the membership is required for any decisions made by voting.

Chairing Arrangements

The Chair will be expected to represent the CSP at events where appropriate.

The Chair will ensure that new representatives or members of the Board have an induction process, which ensures they understand the roles and responsibilities and terms of reference, and the role that their organisation has agreed to play in the delivery of the CSP strategy.

In the absence of both the Chair and the Vice Chair, the members may appoint a temporary Chair for a meeting.

The chair will hold the position for 2 years upon which a round of nominations and voting will be held. The chair may nominate themselves again if they wish.

Communication

Each partner has a responsibility to cascade information through their own agency as appropriate. They should also be able to update the CSP on the progress that their own organisation is making in terms of delivering against agreed plans.

Board minutes will be circulated to all members with the agenda and paperwork.

Bournemouth Community Safety Partnership (CSP) Board – membership

Agency	Representative(s)
Bournemouth Borough Council	Councillor Jane Kelly Neil Goddard, Also Attending: Sarah Webb Geraint Griffiths Andy Williams Kelly Ansell Chris Snelling Hannah Keir Sian Jenkins Vicky Rhodes Sharon Mondon
Dorset Police	Supt Jared Parkin Chief Inspector Bryan Duffy
Public Health	Rachel Partridge
Dorset Clinical Commissioning group	
Dorset Fire & Rescue Service	Craig Baker, Service Delivery Manager, Bournemouth & Poole
National Probation Trust	Tina Ridge
DDC Community Rehabilitation Company	Oliver Topliss
Dorset YOS	David Webb YOS Service Manager
Voluntary Sector	Chris Price – Dorset Mind Donna Martin - BCHA

Bournemouth CSP Structure

