

# **Safer Oxfordshire Partnership**

## **Co-ordination Group**

### **Terms of Reference**

#### **1. Background**

- 1.1. The Safer Oxfordshire Partnership is a thematic group in Oxfordshire that brings together community safety partners to work together to deliver on joint priorities and emerging themes. The partnership is part of a strategic framework that community safety partners are expected to put in place to improve outcomes for local people. The Safer Oxfordshire Partnership consists of a Co-Ordination Group and an Oversight Committee.
- 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 requires that for each county area there shall be a county strategy group whose function shall be to prepare a community safety agreement and partnership plan for the county area on behalf of the responsible authorities in that county area.
- 1.3. In Oxfordshire, the Safer Oxfordshire Partnership fulfils this function through the Co-ordination Group which is a senior officer group that ensures the countywide statutory functions in relation to community safety in Oxfordshire are met through the coordination of action on community safety matters, directing resources to the highest priority areas and ensuring efficiency. The Oversight Committee, which is elected member-led and attended by senior officers from partner organisations, provides support and challenge to the Co-ordination Group to ensure the effective coordination of action on community safety matters, directing resources to the highest priority areas and ensuring efficiency.

#### **2.0 Co-ordination Group Functions**

- 2.1 The key functions of the Co-ordination Group are -
  - a) To draft the community safety agreement and partnership plan for Oxfordshire to provide the commitment to co-operate on joint priorities and emerging themes.
  - b) 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.
  - c) To provide a structure for delivering countywide activities relating to joint priorities and emerging themes.
  - d) To provide a conduit for discussion and planning with other Oxfordshire partnerships or forums, in particular the Safeguarding Boards.

- e) To fulfil the requirements set out the working protocol that outlines the relationship between the county-wide Boards and Partnerships and the City/ District Community Safety Partnerships as they relate to the Safer Oxfordshire Partnership.
  - f) To develop and manage an annual Co-ordination planning cycle to include approval of the community safety agreement and Co-ordination plan and identify how joint priorities and themes will be managed.
  - g) To ensure the Oversight Committee is provided with information, advice and guidance to assist it to fulfil its role in providing support and challenge on county-wide community safety issues.
  - h) To consider the findings from domestic homicide reviews conducted within Oxfordshire with a view to supporting the delivery of any required changes.
  - i) 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.
  - j) To report to the Oversight Committee on progress towards achieving agreed outcomes.
  - k) To provide opportunities to local Community Safety Partnerships (CSPs) to be as efficient and effective as possible through sharing resources and best practice and developing joint initiatives.
- 2.2 The Co-ordination Group will form appropriate sub-groups where necessary or beneficial to do so. These groups may include long-term tactical Co-ordination groups responsible for developing and delivering strategies for managing long-term issues, and short-term task and finish groups. The Co-ordination Group will nominate a lead partner or organisation for each sub-group. Membership of these groups will be determined by the members of the Co-ordination Group or the nominated lead partner/ organisation for that sub-group.
- 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 Co-ordination Group. The frequency of progress reporting will be determined by the Co-ordination Group.
- 2.4 The Co-ordination 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 Co-ordination 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.
- 2.6 The Co-ordination Group will fulfil the requirements set out in the working protocol that outlines the relationship between countywide Boards and the City/ District-level CSPs in Oxfordshire.

### **3. Membership**

- 3.1. The Co-ordination Group will consist of representatives of the following organisations-
- Deputy Chief Fire Officer (Chairman)
  - An Officer representative from each district council area providing the main link to that district CSP
  - Officer representatives from Oxfordshire County Council (including Fire and Rescue, Youth Justice Service, Children Social Care, Public Health, Adult Social Care, Safeguarding Board Business Unit)
  - One Policing Area Commander representing all LPA Commanders
  - Representative from the Police and Crime Commissioner's Office
  - Representative from the Community Rehabilitation Company
  - Representative from the Oxfordshire Clinical Commissioning Group
  - Representative from the National Probation Service
  - Representative of the Prison Service
  - Appropriate people to provide a voluntary sector perspective
  - Lead officers from each sub-group formed by the Co-ordination Group where they are not already members of the Co-ordination Group
- 3.2 The Chairman may appoint a Deputy to chair meetings in his or her absence.
- 3.3 Secretariat support is provided by Oxfordshire Fire and Rescue Service.
- 3.4 The statutory responsibilities for reducing crime and Anti-Social behaviour rests with the district level CSPs. All member organisations of the Co-ordination Group 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 individual organisations or CSPs.
- 3.5 Any areas of dispute that cannot be resolved by the Co-ordination Group will be escalated to the Oversight Committee.

### **4. Meetings**

- 4.1 The Co-ordination 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 Co-ordination Group will not be open to the public on account of the need for discussion on operational and sensitive matters.

- 4.3 The Co-ordination 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.