



Safer MK Partnership Board

Terms of Reference

Adopted 12 December 2013

To be reviewed annually
Revised: September 2015

Background

The Safer MK Partnership has a long track record of achievements. Since 1998 this partnership has provided a mechanism through which local agencies have come together around the common purpose of ensuring that, as far as possible, Milton Keynes is a safe place to live, work and visit. For much of that time Milton Keynes has enjoyed relatively low crime and anti-social behaviour and the partnership has made a significant contribution to the quality of life enjoyed by citizens.

The Safer MK Partnership Board and the delivery arrangements which report to it enable relationships between agencies and individuals to generate ideas and creative solutions in response to local issues and mobilise resources in response.

From time to time the Safer MK Partnership Board has reviewed the role, purpose and structure of the partnership and of the Board itself and the most recent review has been conducted during 2013. The terms of reference overleaf have been revised in the light of that review.

The purpose of the Partnership Board

Members of the Safer MK Partnership Board are senior leaders who provide strategic and executive accountability and direction to the Safer MK Partnership. To fulfil its overarching purpose the Safer MK Partnership Board will be a lively and energetic body focused on robust decision making accountable to the community it serves as well as the partner organisations that compose it. It will be accessible and will encourage involvement and diverse engagement. This will be achieved through:

- ✚ Fulfilling its statutory responsibilities as set out below.
- ✚ Identifying measurable outcomes and priorities that will achieve reductions in crime and the fear of crime and help make Milton Keynes a safe place.
- ✚ Creating co-ordination between agencies to deliver the outcomes and objectives identified, through creative and innovative problem solving.
- ✚ Influencing and holding to account partners by bringing them together to agree responses to community safety issues through for example agreed multi agency activity, commissioning decisions, and '*business as usual*'.
- ✚ Foster commitment to community safety objectives through; transparency, trust, corporate networking, open and honest dialogue and the maintenance of purposeful relationships that are supportive and challenging as well as appropriately influential with respect to the decision making of partners and wider interests.
- ✚ Through its actions and influence promoting debate and analysis to seek brave and bold yet realistic solutions within a framework where priorities and desired outcomes are clear.

The duties of the Partnership Board:

1. The Safer MK Partnership Board will formulate and implement the over-arching strategy within Milton Keynes to:
 - ✚ Deliver community safety.
 - ✚ Reduce crime and disorder and fear of crime.
 - ✚ Reduce the misuse of drugs and alcohol.
 - ✚ Reduce re-offending by adults and young people.
 - ✚ Tackle anti-social behaviour.
2. The Safer MK Partnership Board will base the over-arching strategy on:
 - ✚ An annual strategic assessment of crime and social behaviour in the area.
 - ✚ The priorities as detailed within the PCC plan.
 - ✚ Consultation with the public and with stakeholders.
 - ✚ An annual review of plans and activities.
3. The partnership will commission domestic homicide reviews according to the statutory guidance issued by the Homes Office.

4. The Safer MK Partnership Board will meet all relevant statutory requirements and ensure effective links with other partnerships and bodies as detailed in appendix 1.

Governance arrangements:

- ✚ To provide strategic direction to the delivery forums of the Partnership to meet its aims and objectives.
- ✚ The group will meet no less than four times a year and more frequently as and when determined by the members.
- ✚ The strategy group will maintain an information-sharing protocol which will be signed by all responsible authorities and partners.
- ✚ The Board will consider any report or recommendations provided by the **Overview and Scrutiny Management Group**.
- ✚ To commit appropriate levels of resources, including funding, to the work of the Partnership.
- ✚ The Head of Community Safety is the appointed budget manager for the funds available to SaferMK, other than money controlled by the partnership agencies.
- ✚ The strategy group must have in place arrangements for assessing the value for money of partnership activities (efficiency and effectiveness Home Office circular 183 1987).

Membership

Voting members with one vote each

- ✚ Each of the **six** responsible authorities must be represented on the Board.
- ✚ The nominated Fire Officer representing the Buckinghamshire and Milton Keynes Fire Authority.
- ✚ The Chief Executive representing Milton Keynes Council.
- ✚ The Chief Operating Officer representing Milton Keynes Clinical Commissioning group.
- ✚ The Local Police Area Commander representing Thames Valley Police.
- ✚ The Nominated member representing the Community Rehabilitation Company.

- ✚ Assistant Chief Officer for National Probation Service for the Milton Keynes area.

Non voting members

- ✚ Where there is an elected member responsible for community safety on the council, they must also be a member of this group.
- ✚ PCC office has a standing invitation to attend all such meetings.
- ✚ To ensure political balance, the shadow Cabinet Members for Community Safety will be invited to attend all meetings and may contribute to discussions at the discretion of the chair.

Advisors to the Safer MK Partnership Board

- ✚ Parish Councils - one representing urban parishes and one representing rural parishes.
- ✚ A nominated persons representing the Director of Children's Services for Milton Keynes Council.
- ✚ A representative of the voluntary sector.
- ✚ A representative or representatives of the business community.

Officers in attendance

- ✚ The Head of Community Safety.
- ✚ The Community Safety Analyst and Research Officer.
- ✚ Thames Valley Police Deputy Area Commander (Chair of Business Management Group).
- ✚ Assistant Director, Housing and Communities Milton Keynes Council (Deputy Chair of Business Management Group).
- ✚ The Head of the Youth Justice Service.
- ✚ The Thames Valley Police Partnership Inspector/Sergeant.
- ✚ ~~Thames Valley Probation MK Partnership manager.~~

Arrangements for Substitutions

- ✚ If a voting member is unable to attend a meeting he or she should appoint a deputy to act as a substitute.
- ✚ Any nominated deputies or substitutes for voting members must be of an appropriate seniority and be adequately briefed.

Definition of Quorum

- ✚ A quorum will consist of a minimum of four representatives of the **six** Responsible Authorities, except in financial matters when an affirmative vote of all **six** members will be required.


Arrangements for Chairing

- ✚ The arrangement for chairing (as required by Regulation) and agreed by the voting members (The Safer MK Partnership Board) is that the Milton Keynes Council Cabinet member with responsibility for Community Safety will be appointed chair, with the vice chair being the Police Area Commander for Milton Keynes.
- ✚ From July 2013 there will be annual election of vice-chair, who will be appointed from among the members of the Safer MK Partnership Board.
- ✚ The appointments of chair and vice chair will be aligned to the planning cycle, required by Regulation, formally revisited annually.
- ✚ Any change in the chair or vice chair during the period, will be on grounds of either;
- ✚ Availability of an individual to act in that capacity, or other reason agreed by the voting members (The Safer MK Partnership Board).


Engagement

- ✚ Meetings will be open to the public who may be invited to speak at the discretion of the chair. Confidential items may be discussed in private with the prior agreement of the chair of the meeting.
- ✚ The Partnership Board will bring to the attention of others information about what was discussed at such meetings and where the meetings are to be held.
- ✚ The Partnership Board will work with the support and advice of stakeholders and others, ensuring the views of the public are taken into account.

Servicing of Meetings

-  Democratic Services/other providers within Milton Keynes Council will service the meetings of The Safer MK Partnership Board. The strategy group must have in place arrangements for assessing the value for money of partnership activities.

Review of Terms of Reference

-  As part of the statutory requirement upon the Safer MK Partnership Board to annually consider whether the Partnership has the requisite knowledge and skills contributing to the Partnership, these terms of reference will be reviewed annually in September.