

ITEM 4(g)

CRIME AND COMMUNITY SAFETY PARTNERSHIP

28 FEBRUARY 2000

THE EXECUTIVE BOARD

1. Purpose

- 1.1 During its last meeting, the Partnership recommended the appointment of an Executive Board from amongst its members. This paper sets out draft Terms of Reference for the Board.

2. Composition

- 2.1 The Executive Board should be representative of the Partnership as a whole. It should also be compact enough to promote effective decision making in the field of community safety.
- 2.2 It is essential that the Executive Board should comprise members who are able to make appropriate decisions relating to community safety in Milton Keynes. This includes the authority to commission any human, financial or capital resources that are necessary to deliver the crime reduction strategy.
- 2.3 It is therefore proposed that the Executive should comprise no more than five members. These should include the Police Area Commander and Council Chief Executive, as the two officers with designated responsibility under the Crime and Disorder Act for the implementing the local strategy.
- 2.4 It is recommended that the Director of Operations of the probation service should be a member in view of the organisation's central role in public protection.
- 2.5 The Health Authority also has a considerable stake in promoting community safety in Milton Keynes. It is likely that this role will be increasingly shared with the Primary Care Group in the future, especially if the latter achieves trust status. It is therefore recommended that the chief officer of the Primary Care Group should be included on the Executive Board.
- 2.6 A fifth member may represent the other bodies on the partnership. It is recommended that this function should be rotated annually. The meetings should also be attended by the Partnership Co-ordinators and the Youth Offending Team

Manager since these officers have key implementation responsibilities, although they should not form part of the Executive Board.

- 2.7 The Executive may appoint a chair from amongst its membership. The post should be open to re-selection annually.

3. **Scope of the Executive Meetings**

- 3.1 The Executive will meet once every six weeks in order to consider policy and operational decisions that relate to the formulation and implementation of the crime reduction strategy. In exceptional circumstances, additional meetings may be scheduled if there are matters that require urgent consideration. The agenda will be prepared by the Partnership Co-ordinators at the direction of the Executive. The Executive will normally refer all major recommendations back to the full partnership unless decisions are required urgently.

- 3.2 After each Executive meeting, the Co-ordinators will prepare an information bulletin for Partnership members which will be circulated for information and comment within ten days. The Crime and Community Safety Partnership will be able to discuss and ratify these items during quarterly meetings, and will be able to propose other matters for the executive to consider in greater detail. The Partnership, therefore, will continue to operate as the principal decision making body.

4. **Recommendations**

- 4.1 That the Executive Board meet six weekly to consider all policy decisions relating to the formulation and implementation of the crime reduction strategy.

- 4.2 The Board consist of the following members:

- (a) The Police Area Commander.
- (b) The Council Chief Executive.
- (c) The Director of Operations of Oxon and Bucks Probation Service.
- (d) The Chief Officer of the Primary Care Group.
- (e) One other partner, representing other members, with the post being rotated annually according to list that will be drawn up by the co-ordinators and agreed by members.

- 4.3 The Partnership Co-ordinators and the Youth Offending Team Manager should be present to assist the Board.

- 4.4 That after each Board meeting the Co-ordinators prepare an information bulletin for partners.
- 4.5 That the recommendations of the Executive be referred for consideration during the quarterly Partnership meetings, unless one of the following principles apply:
- (a) the issue requires an urgent decision from the Executive Board;
 - (b) the matter under consideration is within the sole remit of one partner organisation; or
 - (c) the subject is part of a programme of work that has already been agreed by the Partnership .

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