



## **Virtual Community Safety Hub – Terms of Reference**

*The Crime and Disorder Act (1998) and the Police Reform Act (2002) place a statutory requirement on the District Council, Police, County Council, Clinical Commissioning Group, Fire and Rescue Service and Probation Service to work in partnership with a variety of other public, private and voluntary sector partners to tackle crime and disorder issues locally.*

### **1. Our Vision**

1.1 By carrying out a multi-agency tasking and coordinating role, the Community Safety Hub (CSH) aims to improve community safety across the Cannock Chase District by identifying and addressing crime, disorder and vulnerability issues. This approach is intended to produce a more proactive and efficient method of working amongst partners.

### **2. Objectives**

2.1 To tackle community safety and vulnerability issues which require multi-agency attention and which would be more difficult to address through traditional methods.

2.2 To utilise real-time intelligence and information to identify community safety and vulnerability issues, whilst applying problem solving approaches to provide desirable outcomes.

2.3 To allocate and coordinate the resources of various partners.

2.4 To strengthen the relationship between partners.

### **3. The Meeting**

3.1 Meetings shall be held once a week on a Tuesday at 10:00. They will be hosted virtually using Microsoft Teams. The meeting shall last no longer than 90 minutes, unless the CSH has been extended to accommodate a guest speaker.

3.2 Discussions could involve:

- Absolute Grounds for Possession
- Adults at Risks

## Appendix 3

- Alcohol and Drug Misuse
- Anti-Social Behaviour
- Arson
- Children at Risk
- Child Sexual Exploitation
- Civil Injunctions
- Closure Orders and Notices
- Community Triggers
- Community Protection Notices
- Crime Trends, Campaigns and Events
- Criminal Behaviour Orders
- Dispersal Notices
- Domestic Abuse
- Environmental Protection
- Evictions
- Female Genital Mutilation
- Honour Based Violence
- Integrated Offender Management
- Mental Health Concerns
- Modern Day Slavery
- Organised Crime Groups
- 'Prevent' and Terrorism Related Information
- Public Space Protection Orders
- Street Gangs/Street Violence and Vulnerability
- Target Hardening
- Vulnerable People
- Vulnerable Places
- Welfare Issues
- Any other Community Safety Issues

3.3 Updates on current actions shall be presented at every meeting until the problem is resolved or until the CSH judges that no further action can be taken.

3.4 CSH minutes shall be sent out to all members on a weekly basis.

## **4. Membership**

4.1 Membership of the group shall be open to voluntary and statutory organisations active in Cannock Chase, with a role to play in improving community safety.

4.2 All members shall be registered signatories to the [One Staffordshire Information Sharing Protocol](#) or a recognised agency, under statutory information sharing protocols.

4.3 Members shall be of an appropriate level of seniority to ensure the delivery of any actions allocated to their organisation.

4.4 Membership shall include, where possible:

- Cannock Chase District Council - Benefits and Revenues
- Cannock Chase District Council - CCTV
- Cannock Chase District Council - Community Safety
- Cannock Chase District Council - Environmental Protection
- Cannock Chase District Council - Housing Options
- Cannock Chase District Council - Parks and Open Spaces
- Cannock Chase District Council - Portfolio Lead for Crime
- Cannock Chase District Council - Private Sector Housing
- Cannock Chase District Council - Tenancy Services
- Crime Support Agencies
- Domestic Abuse Support Agencies
- Drug and Alcohol Support/Rehabilitation Agencies
- Education Welfare Services
- Guest Speakers
- Mental Health Services
- NEET Support Agencies
- NHS - Adult Social Care
- Probation (NPS and CRC)
- Registered Social Landlords
- Staffordshire County Council – Detached Youth Team
- Staffordshire County Council – Learning Disability Team
- Staffordshire County Council – LST/BRFC
- Staffordshire County Council – SSU
- Staffordshire County Council - Youth Offending Service
- Staffordshire Fire and Rescue Service
- Staffordshire Police

4.5 No partners are to be invited to the Community Safety Hub unless authorised by the chair. Once authorised, a member of the Partnership team will send out an invite.

4.6 A member of the Partnership team is to ensure everyone present at the meeting is authorised to be there.

## **5. Responsibilities of Group Members**

Members shall be fully engaged in the process and are expected to:

5.1 Attend regularly or send a suitable representative.

5.2 Ensure minutes are read prior to the commencement of the meeting.

5.3 Contribute ideas and represent the view of their organisation.

5.4 Allocate resources as and when required.

5.5 Ensure that agreed actions are completed prior to the next CSH and that the Community Safety Team are updated.

5.6 Submit new cases (which must include full names and dates of birth, address, contact telephone numbers and a brief summary) by email to [Partnership@cannockchasedc.gov.uk](mailto:Partnership@cannockchasedc.gov.uk) by 12.00pm on the Monday prior to Tuesday's meeting.

5.7 Facilitate professionals meetings outside of the CSH (when this is the recommendation of the group) and to report back to the CSH with an update in a timescale considered appropriate by the Chair.

5.8 Raise concerns constructively, feeling comfortable to challenge decisions but to ultimately respect their colleagues' professional judgement.

5.9 Remember that the CSH is not a substitute for traditional inter-agency working.

## **6. Responsibilities of the Chair**

The Chair shall be responsible for:

6.1 Ensuring the CSH is firmly but fairly chaired, permitting everyone to contribute in a wide-ranging debate, but where side issues are curtailed.

6.2 Focusing on the key issues, with a summary following each discussion and a clarification of allocated actions.

6.3 Monitoring and assessing the impact of actions and interventions.

6.4 Exercising their professional judgement as to whether they believe escalation to the CSH is required or whether traditional working practices are more appropriate.

6.5 Recommending cases are removed from the CSH at the appropriate time.

6.6 Recommending professionals meetings are held outside of the CSH, where deemed necessary.

6.7 Monitoring partner attendance.

6.8 Raising concerns surrounding cases or members to the Community Safety Manager.

6.9 Increasing membership to the CSH.

6.10 Providing members with a monthly performance report.

6.11 If there is a case that is particularly sensitive and only requires certain partners present, the Chair is to ensure only the authorised attendees are party to the

discussions. The meeting will be halted until partners who are not party to the discussions have left.

6.12 Complying with all Information Sharing procedures, as noted in section 7 below.

## **7. Information Sharing and Data Protection**

7.1 All members shall be registered signatories to the [One Staffordshire Information Sharing Protocol](#), or a recognised agency under statutory information sharing protocols. The protocol outlines the purposes for sharing information, and the powers that organisations have to Cannock Chase Council's Community Safety Hub.

7.2 All CSH members will sign a copy of these terms and conditions to confirm they have read and understood. A data protection statement will be read out at the start of each meeting which states that:

7.2a Information shared must only be used for the purposes of safeguarding or for the reduction/prevention of crime and disorder.

7.2b Information will only be quoted or used in discussions of the CSH or in carrying out decisions of the CSH, as defined in the One Staffordshire Information Sharing Protocol. It will not be used for any other purpose.

7.2c Information will be treated as sensitive and ultimately disposed of in a secure manner and in accordance with Data Protection legislation.

7.2d By divulging information at/for this meeting, members are agreeing for the information to be shared amongst partners.

7.2e Responsibility for the security of the CSH minutes and the information contained within transfers to individual members/organisations.

7.2f Audio or video recording of the meeting by partners is prohibited at all times.

7.2g All partners who log on to the Community Safety Hub meetings virtually at home are to ensure that no other individuals are able to hear the contents of the meeting. The meeting and information discussed within must be treated as strictly confidential. We recommend either sitting in a private room or using earphones.

7.3 The Chair of the CSH will ensure the following with regard to Data Protection and Information Security:

7.3a Electronic files containing CSH information shall be saved on secure network drives as opposed to removable media or C: drives.

7.3b Details of the Information Sharing Protocol listed in 7.2 above shall be made clear to all those in attendance at every CSH meeting.

7.3c Minutes of the CSH shall be emailed to partners file encrypted to AES256 standard and password protected. The password must contain upper/lower case letters and numbers and will be changed monthly. The password will only be divulged in person or via a telephone conversation to recognised authorised recipients.

7.3d All signatories to the CSH shall be reminded of their Data Protection responsibilities every six months.

7.3e A log of attendees present at each meeting will be recorded at the top of the respective minutes.

## **8. Review of the Agreement**

8.1 This agreement is valid for a period of twelve months from signing. Any partners failing to comply with this agreement will be removed from the Hub with immediate effect. The Terms of Reference should be signed by a person of senior authority acting as representative for the relevant organisation. This is compulsory for future attendance at hub meetings.

## **9. Declaration**

(Name of organisation) agree to adhere to all of the clauses detailed in these terms of reference and understand that if we do not comply that our organisation will be removed from the Community Safety Hub.

Signed by:

Date:

Print Name:

Position:

Email:

Telephone number:

Amended January 2021

