

Police and Crime Commissioner for Surrey – Decision Making Record

Report Title – Combination Agreement East Surrey Community Safety

Partnership Area

Decision number: 069/2014

Author and Job Role: Amy McLeod, Partnership Policy Officer

Protective Marking: Part One/ Two

Executive Summary:

- An application has been received to make a formal combination agreement in relation to the Mole Valley, Reigate and Banstead, and Tandridge community safety partnership areas so as to combine those areas to create a single community safety partnership area.
- A combination agreement is an agreement for the functions conferred by or under section 6 or section 7 of the Crime and Disorder Act 1998 to be carried out in relation to the combined areas as if it constituted only one local government area.

Background

- Schedule 11 of the Police Reform and Social Responsibility Act 2011 gives authority to the Police and Crime Commissioner to agree to the formal merging of community safety partnerships in their area.
- Community safety partnerships in East Surrey have historically worked together through joint-funding of posts and co-ordinated delivery of campaigns.
- A review has been undertaken across East Surrey to understand the impact of reducing budgets and changing government policies on public resources.
- An application for a single East Surrey Community Safety Partnership signed by all relevant partners is attached at appendix A.

Recommendation

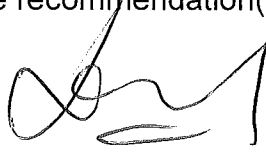
- It is recommended that the Police and Crime Commissioner for Surrey makes a combination agreement as set out in appendix B to create a single East Surrey community safety partnership area.
- The East Surrey community safety partnership will be formed through the merger of the three existing statutory community safety partnership areas of Mole Valley, Reigate and Banstead and Tandridge.

Police and Crime Commissioner Approval

I approve the recommendation(s):

Signature:

Date:


21/7/14

All decisions must be added to the decision register.

Office of the Police and Crime
Commissioner for Surrey

This combination agreement is made this day .. 21st ... of .. July 2014 between the Police and Crime Commissioner for Surrey and each of the responsible authorities listed in schedule 1.

Each of the responsible authorities as defined by s. 5 of the Crime and Disorder Act 1998 have signified their agreement to the making of a combination agreement in respect of their functions under s.6 or s.7 of the Act to be carried out in relation to the combined areas as if it combined only one area and,

The said responsible authorities comprise all the persons who are responsible authorities in relation to each local government area that falls within the combined areas and,

The combined area comprises the areas for which the following local authorities are responsible namely Mole Valley District Council, Reigate and Banstead Borough Council and Tandridge District Council, and,

The relevant local policing body for the combined area is the Surrey Police and Crime Commissioner and ,

The Police and Crime Commissioner for Surrey is satisfied that this agreement is in the interests of the matters referred to in s.5A (2) of the Crime and Disorder Act 1998.

The Police and Crime Commissioner for Surrey hereby makes this Combination Agreement to establish a combined area for the purposes of the functions under the Crime and Disorder Act 1998 to be known as the East Surrey Community Safety Partnership area with the agreement of the local authorities. The Police and Crime Commissioner for Surrey has hereto set his authorised signature the day and year first before written.

Signature of Police and Crime commissioner for Surrey.

Name



Date

21/7/14

Witness



J. BURG

Schedule 1

Mole Valley District Council

Reigate and Banstead Borough Council

Tandridge District Council

Surrey County Council

Surrey Police

Surrey Fire and Rescue

Surrey Downs CCG


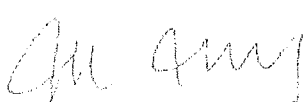
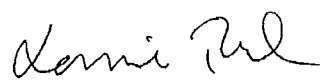
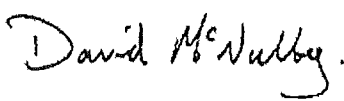
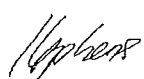
East Surrey CCG



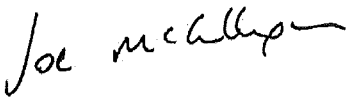

Surrey and Sussex Probation Trust

APPLICATION FOR AGREEMENT TO MERGE EAST SURREY COMMUNITY SAFETY PARTNERSHIPS (CSPs)

Date	30th June 2014
CSPs agreeing to formal merger	Mole Valley CSP
	Reigate & Banstead CSP
	Tandridge CSP
Proposed name of new, combined CSP	East Surrey CSP
Are you satisfied that merging these CSP areas will be in the interests of: a) reducing crime and disorder, b) combating the misuse of drugs, and c) reducing re-offending?	Yes
Is this agreement made by all responsible authorities in each of the areas concerned?	Yes

We, the undersigned, certify that the agreement to merge is supported by all the appropriate responsible authorities in the combined area.

Councils	 Yvonne Rees Chief Executive of Mole Valley District Council
	 John Jory Chief Executive of Reigate & Banstead Borough Council
	 Louise Round Chief Executive of Tandridge District Council
	 David McNulty Chief Executive of Surrey County Council
Surrey Police	 Gavin Stephens Assistant Chief Constable Surrey Police

Surrey Fire & Rescue Service	 Stuart De Fraine Ford Assistant Group Commander East Area
Surrey Downs CCG	 Claire Fuller Clinical Chair Surrey Downs CCG
East Surrey CCG	 Joe McGilligan Chairman East Surrey CCG
Surrey & Sussex Probation Trust	 Lin Pedrick Director, Surrey Local Delivery Unit

1) INTRODUCTION

Community Safety Responsible Authorities in East Surrey (Mole Valley, Reigate & Banstead and Tandridge) have agreed to form a single merged East Surrey Community Safety Partnership (CSP). This application seeks the approval of Surrey Police and Crime Commissioner to merge formally by issue of an agreement under Schedule 11 of the Police Reform and Social Responsibility Act 2011. This will enable formal recognition of the East Surrey CSP as a statutory Community Safety Partnership.

2) BACKGROUND

CSPs in East Surrey have historically worked closely through joint-funding of shared specialist posts and co-ordinated delivery of campaigns. In 2013 a task and finish group was established to explore a more formal approach to merging. At this stage the fourth CSP in East Surrey, Epsom & Ewell, advised of its decision to withdraw from discussions for the time being but with the potential to join at a later date if appropriate.¹ The group was commissioned in response to a number of factors impacting on the community safety landscape, including reducing budgets and changing government priorities, all placing severe pressure on public resources. The review was undertaken to mitigate the impact of these factors on future partnership working.

¹ Epsom & Ewell, although now part of the eastern police division, has historically had closer ties with North Surrey.

As part of the review, senior representatives of the responsible authorities, co-operating partners and key stakeholders for each CSP were consulted to establish views on the current and potential future working arrangements of the three statutory CSPs.

3) ENDORSEMENTS

STRUCTURE	MOLE VALLEY	REIGATE & BANSTEAD	TANDRIDGE
CSPs	17 th Jan 2014	5 th March 2014	20 March 2014
Council committees	8 th April 2014 Executive	16 th April 2014 Executive	27 th March 2014 Resources Committee
Other responsible authorities by email	Surrey & Sussex Probation Trust	East Surrey CCG	Surrey Downs CCG
	28 th April 2014	30 th April 2014	27.05.2014
			Surrey Fire & Rescue Service
			28.05.2014

In addition to the formal decision making set out above all three Surrey County Council Local Committees are being consulted. The dates for this are as follows:

SCC Local Committees	18 th June 2014	9 th June 2014	27 th June 2014
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Social landlords are key stakeholders and their endorsement has also been received
Note, Tandridge District Council manages its housing directly.

Other invitees	Raven Housing Trust	Circle Housing	SCC Public Health
	14.05.2014	12.05.2014	05.06.2014

4) EAST SURREY CSP OVERVIEW

i) Purpose

To provide strategic leadership to reduce crime and disorder through effective partnership working and to deliver measurable results across the area.

ii) Strategic Vision: "Working together to keep East Surrey safe"

iii) Aims

- *To fulfil the obligations set out in the Crime and Disorder Act 1998 and subsequent legislative changes*
- *To promote integration of Community Safety priorities into mainstream policies and services.*
- *To ensure the strategic vision is translated into real change for East Surrey.*
- *To reduce alcohol and drug related harm and to reduce re-offending.*

- *To encourage closer collaborative working on shared concerns.*
- *To increase community reassurance through co-ordinated awareness-raising campaigns.*
- *To provide a voice for East Surrey at the Surrey Community Safety Board.*
- *To identify funding opportunities and lead on relevant funding submissions.*
- *To contribute to and support the delivery of relevant County-wide strategies.*

iv) Proposed membership

East Surrey CSP membership will be formed from the following representatives

- *District / Borough Councils – one elected member and senior officer per authority and a Community Safety Manager on a rotating basis*
- *Surrey County Council – one elected member per district / borough and one senior officer*
- *Surrey Police – Senior Police Representative(s)*
- *Clinical Commissioning Groups (Surrey Downs and East Surrey)*
- *Surrey & Sussex Probation Trust*
- *Surrey Fire & Rescue Service*
- *Office of the Police & Crime Commissioner (OPCC)*
- *Surrey County Council Public Health*
- *Circle Housing and Raven Housing Trust Registered Social Landlords*
- *Voluntary sector representative*

v) Benefits / added value

A merged East Surrey CSP would provide enhanced strategic leadership to reduce crime & disorder, particularly through:

- Encouraging even closer collaborative working on shared concerns.
- Promoting the integration of Community Safety priorities across mainstream policies and services.
- Achieve stronger “buy-in” from county-wide partners who currently have to attend 3 separate CSPs.
- Increasing community reassurance through co-ordinated awareness-raising campaigns.
- Stronger influence on decision-making at the Surrey Community Safety Board.
- Improved identification of funding opportunities and combined funding submissions, based on robust collaborative bids.
- Contributing to and supporting the delivery of relevant County-wide strategies.
- Ensuring the strategic vision is translated into real change across East Surrey

vi) Priorities

Priorities across the three merging CSPs were identified through the Strategic Assessment process and are broadly similar. Shared priorities will be:

MOLE VALLEY	REIGATE & BANSTEAD	TANDRIDGE
Substance misuse (with a key focus on alcohol)		
Domestic Abuse		
Acquisitive crime (Domestic & non-Domestic Burglary, vehicle crime)		
Antisocial Behaviour		
Rural Crime		

Local delivery of location specific issues will continue through the current structures of CIAG and JAGs.

The delivery structure is expanded further in the attached Terms of Reference.

EAST SURREY COMMUNITY SAFETY PARTNERSHIP

TERMS OF REFERENCE

(PENDING FORMAL ADOPTION 28.07.14)

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1. Name and Geographical Area

The merged Community Safety Partnership (CSP) will be known as the ***East Surrey Community Safety Partnership (ESCSP)***. The ESCSP covers the whole area within Mole Valley Reigate & Banstead and Tandridge Councils' administrative boundaries. (Map shown at Appendix 1).

2. Requirements of the Crime and Disorder Act (1998) and Subsequent Amendments

The Crime and Disorder Act (1998), amended by the Police Reform Act (2002), requires a Community Safety Partnership of "responsible authorities" to develop a strategy based on local intelligence to reduce re-offending and to tackle crime, anti social behaviour and substance misuse.

Other organisations are able to attend either as Co-operating bodies or invitees as defined by Section 5 (2) and Section 5 (3) of the Act respectively.

In East Surrey, these responsible authorities are:

- District / Borough Councils – one elected member and senior officer per authority and a Community Safety Manager on a rotating basis
- Surrey County Council – one elected member per authority and one senior officer
- Surrey Police – Senior Police Representative(s)
- Clinical Commissioning Groups (Surrey Downs and East Surrey)
- Surrey & Sussex Probation Trust
- Surrey Fire & Rescue Service

Other Co-operating bodies and invitees include:

- Office of the Police & Crime Commissioner (OPCC)
- Surrey County Council Public Health
- Registered Social Landlords
- Voluntary sector representative

3. Purpose

To provide strategic leadership to reduce crime and disorder through effective partnership working and to deliver measurable results across the area.

This will be achieved through the:

- Production of an annual strategic assessment to identify key crime & disorder issues across the ESCSP area.
- Development of a rolling 3-year ES Community Safety Plan with measurable outcomes.

- Robust monitoring of progress against Aims & Objectives.

4. Strategic Vision

“Working together to keep East Surrey safe”

5. Aims

- ***To promote integration of Community Safety priorities into mainstream policies and services.***
- ***To ensure the strategic vision is translated into real change for East Surrey.***
- ***To reduce alcohol and drug related harm and to reduce re-offending.***
- ***To encourage closer collaborative working on shared concerns.***
- ***To increase community reassurance through co-ordinated awareness-raising campaigns.***
- ***To provide a voice for East Surrey at the Surrey Community Safety Board.***
- ***To identify funding opportunities and lead on relevant funding submissions.***
- ***To contribute to and support the delivery of relevant County-wide strategies.***

6. Community Safety Landscape

Community Safety in Surrey is structured in the following way (see Chart in Appendix 2):

i) The Surrey Community Safety Board (CSB):

This multi-agency strategic board is responsible for devising a county wide joint strategy for community safety that takes into account the Police and Crime plan, the Community Safety Single Strategic Assessment and the Strategic Needs Assessment. The Board works collaboratively with other county boards, such as the Health & Wellbeing Board, to ensure that cross-cutting issues such as substance misuse and domestic abuse are addressed to best effect.

East Surrey is represented at the CSB by an elected member and a senior local authority officer drawn from the districts in East Surrey

ii) East Surrey Community Safety Partnership:

As detailed in 2 above.

iii) East Surrey Community Safety Management Group

This group is responsible for the delivery of the ES Community Safety Plan including the establishment of Operational Groups to address joint priorities. Its attendance reflects that of the ESCSP, at officer level.

iv) Community Safety Operational Groups

Operational groups in Mole Valley, Reigate & Banstead and Tandridge will report directly to the Management Group and are responsible for delivering the actions and outcomes identified by the ESCSP Plan. Project Sponsors can be appointed by the Chair to lead individual projects as required. These groups may focus at a local level e.g. CIAG² and JAG³ or across all or part of the East Surrey area as appropriate e.g. Domestic Abuse Working Group. The Management Group may refer key reports onwards to the ESCSP as required.

7. Review of Terms of Reference

The ESCSP will monitor and review its Terms of Reference at least every two years.

8. Financial Procedures and Protocols

- i. An appropriate partner will act as custodian of any pooled ESCSP funds, on a project-lead basis. If a local Authority holds any funds, this will be under the Local Government Finance Act and Accounts and Audit regulations. Expenditure in advance of receipt of funds will not be permitted.
- ii. ESCSP will not purchase assets which require ongoing investment unless appropriate finance is identified for the life of the asset, including disposal.
- iii. ESCSP will pro-actively commission cross borough / district projects and will establish a methodology for receiving and evaluating funding bids.
- iv. All bids and claims for external funding will be approved by the ESCSP.
- v. The Sponsors of the relevant Operational Groups will be responsible for the monitoring and expenditure of any funds allocated to that particular Group.
- vi. The Local Authority Community Safety Manager or equivalent shall be responsible for supervising financial arrangements and reporting back to the ESCSP.

9. Operation of the East Surrey CSP

i. Criteria for Membership

- Organisations should be a 'responsible authority', a 'co-operating body' or an 'invitee to participate' as defined by the Crime and Disorder Act (1998) or subsequent legislative amendments or have a strategic responsibility for community safety related issues.

² CIAG – Community Incident Action Group, addressing individual cases of antisocial behaviour

³ JAG – Joint Action Group, addressing area-based issues impacting upon local communities.

- Membership of ESCSP will consist of one nominee (and a named substitute) from each of these organisations.
- Representatives should be able to commit human and financial resources and be able to effect organisational change to address problems and barriers to effective delivery. It is therefore recommended that the level of representation should be at Chief/Senior Officer level.
- Operational Group Sponsors will be invited to attend as required.
- The Chairperson may invite other agencies or officers as required depending on the focus of the meeting.

ii. New Members

Additional members may join the ESCSP on agreement.

iii. Meetings

- Meetings will be held on a quarterly basis.
- All members may bring professional advisors to the meeting with advance agreement of the Chairperson.
- Substitutes must have sufficient authority to commit resources on behalf of their organisation.

iv. Chairperson and Vice Chairperson

- The partnership will elect a Chairperson and Vice Chairperson who will each have a term of up to two years before a subsequent election is held. They may stand for re-election if desired.
- The Chairperson and Vice Chairperson positions are restricted to Responsible Authorities.

v. Decision Making

- ESCSP will seek to agree all decisions by consensus or through a simple majority vote if required. A Quorate of 10 members (5 of which must be responsible authorities) is necessary.
- Only one nominee from each organisation will be entitled to vote.

vi. Other Responsibilities

- ESCSP members should have the necessary skills to deliver the core functions, seeking adequate training if required.

- Appropriate representation of ESCSP will be agreed at local, regional and national forums.
- Opportunities to improve data collection and analysis will be identified and national example of “best practice” will be regularly reviewed to ensure local delivery is as effective as possible.

vii Scrutiny Arrangements

- Under Sections 19 to 20 of the Police and Justice Act (2006), ESCSP will be subject to the scrutiny arrangements in place for each of the Local Authorities within its operating area.
- With adequate notice, members will make themselves available to the district/county Scrutiny Committee to provide information or answer questions on the work of the ESCSP in the appropriate area.

viii Delegation of Responsibilities

The ESCSP Chairperson is responsible for:

- Setting and chairing regular quarterly meetings of the Partnership.
- Calling extra-ordinary meetings of the Partnership or the ES Management or Operational Groups when necessary.
- In the absence of the Chairperson, the Vice Chairperson will assume these responsibilities.
- ES Management Group Officers may represent the ESCSP as necessary but cannot making funding decisions without prior agreement from the ESCSP Chairperson. They will ensure that the interests of the ESCSP are fully represented at meetings
- The Borough & District Community Safety Managers or equivalent will meet regularly to brief and support the Chairperson in agenda setting and fulfilling his/her responsibilities.
- The ES Management Group and Operational Group sponsors will be responsible for the effective delivery of the East Surrey Partnership Plan.
- The ESCSP Chair has overall responsibility to initiate Domestic Homicide Review proceedings when notified by the Chief Constable. Lead responsibility will then be allocated to the relevant borough / district.

10. Performance Management

ESCSP will ensure an effective performance management framework is in place to monitor and evaluate its work and outcomes. This will include:

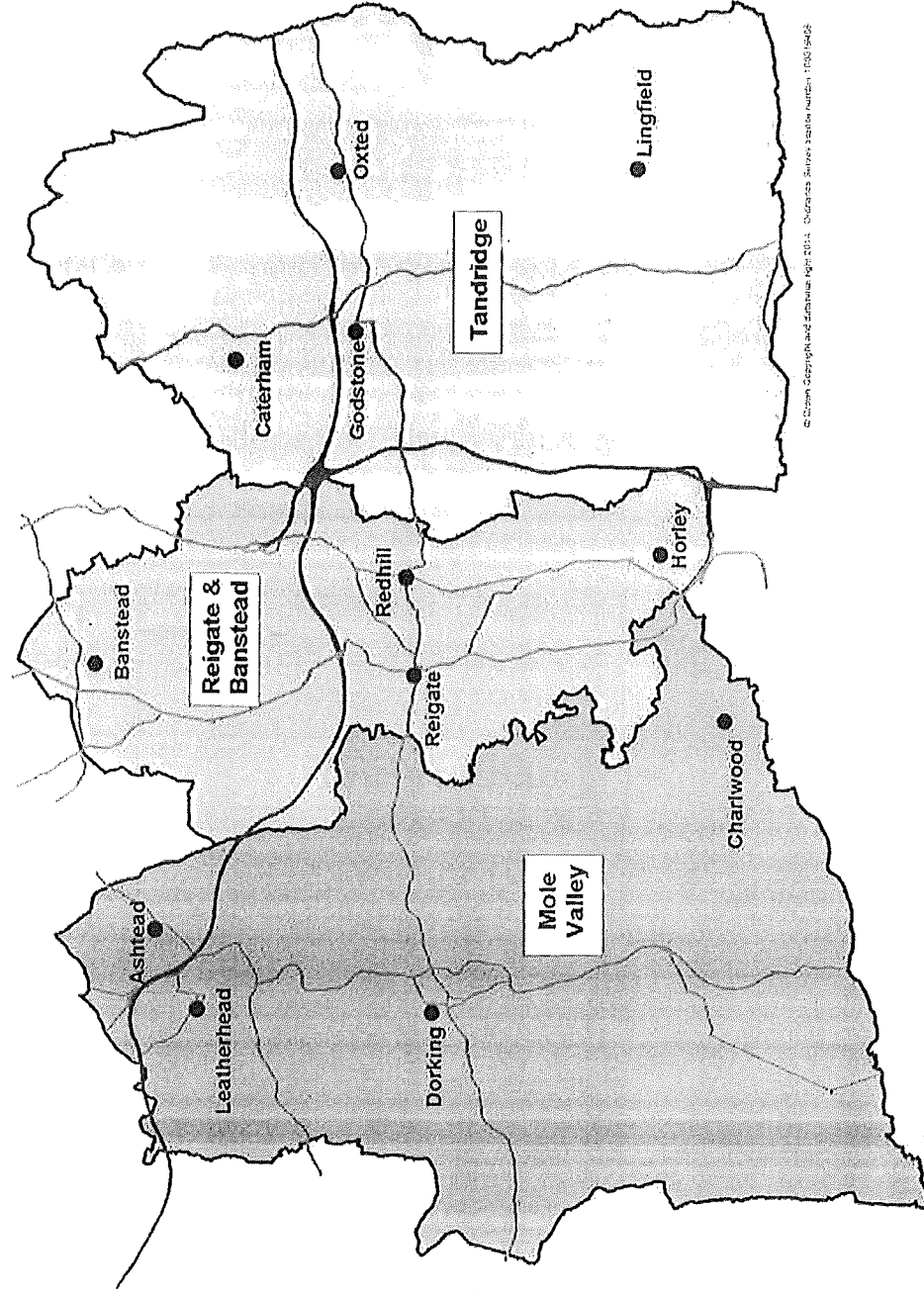
- Active support for the Management and Operational Groups to deliver the Strategic Vision.
- Active support for data analysis to inform the East Surrey Strategic Assessment.
- Implementation, monitoring and review of the East Surrey Community Safety Partnership Plan and assessment of the impact of associated projects.

11. Communications

- The ESCSP will agree a shared communications approach, making best use of existing organisational structures, social media outlets and member publications.
- Joint campaign messages will be agreed in advance of delivery to ensure consistency.
- Where possible, press releases will include a quote from the ESCSP Chairperson and the Operational Group Sponsor.
- The ESCSP will develop a logo to be used for branding related activities. It has adopted the strap line *'East Surrey Community Safety Partnership – Working together to keep East Surrey a safe place to live, work and visit.'*

TOR APPENDIX 1

MAP OF THE GEOGRAPHICAL AREA COVERED BY THE EAST SURREY CSP



TOR APPENDIX 2 : GOVERNANCE AND DELIVERY STRUCTURE

GROUPS | PLANS

STRATEGIC

