

South Devon & Dartmoor Crime and Disorder Partnership

Terms of Reference

Vision

To make South Devon and Dartmoor an even safer place to be

Purpose of the partnership

To provide proactive leadership in the drive to improve community safety across South Devon and Dartmoor

Responsibilities of the Partnership

- To develop an annual Local Delivery Plan with priorities and targets for reducing crime and disorder and enhancing community safety in the South Devon & Dartmoor area, taking account of performance information, local consultation, LAA(Local Area Agreement) objectives and national priorities.
- To ensure activity complies with the six hallmarks of effective partnerships
- To monitor delivery of the Local Delivery Plan and take action where performance is poor
- To engage with stakeholders and communities on priority issues
- To engage at county level with the production and utilisation of the strategic assessment
- To agree funding and allocations
- To comment on any new measures/legislation proposed
- To contribute to the delivery of the relevant outcomes and priorities within the Safer and Stronger theme of the Local Area Agreement.
- Maintain flexibility and scope to respond to emerging issues
- To ensure that there are strong links with the Safer Devon Partnership
- Be proactive in accessing external funding sources and preparing bids

Membership

- Membership includes representatives of agencies with a statutory responsibility for community safety and those who are key to delivery.

Status	Agency	Representative	Vote
Statutory	Devon County Council	Member- Cllr Philip Sanders	1
		Officer – Roy Tomlinson	
	South Hams District Council	Member – Cllr Fielden	1
		Officer – Ian Bollans	
	Teignbridge District Council	Member – Cllr Jenkins	1
		Officer – Nicola Bulbeck	
	West Devon Borough Council	Member – Cllr Govier	1
		Officer – Lesley Halton	
	Devon and Cornwall Constabulary	Act Supt. James Meakin	1
		Supt. Sarah Sharpe	
Devon and Cornwall Police Authority	Lynne Dunn	1	
Primary Care Trust	Tina Henry	1	
Devon and Somerset Fire and Rescue Authority/Service	Alex Hanson	1	
	Robbie Woods		
Non-statutory	Integrated Youth Service	Helen Hulme	1
		Jon Richards	
	Probation	Ruth Roberts	1
	Victim Support	Sovay Peploe	1
	CAB	Mandy Kenyon	1
	CVS	Jill Davies	1
	Federation of Small Businesses	Delia Colegate	1
	Prison Service	Andy Chattaway/Dave Crawford	1
DAAT	Kristian Tomblin	1	
Advisor	SDD CDRP	Becca Gordon	-
	GOSW	Mike Symons	-

- It is the responsibility of each individual member to secure a substitute in the event they cannot attend together with any reports on any actions attributed to them. If apologies are not received the Senior Community Safety Officer will telephone the members to ascertain why they were absent. A letter will be sent from the Chair if two meetings are missed.
- Others may be invited to present, those attending to observe must seek permission of the Chair
- The CDRP will appoint district based representatives to the Safer Devon Partnership and to other appropriate bodies

Responsibilities of CDRP Members

- Commit time to taking an active role in the Partnership
- Commit human and financial resources of their organisation where possible
- Be able to effect changes within their own organisation to address problems and barriers to service delivery
- Promote the work of the CDRP

Chair and Vice Chair

- The Chair and two Vice Chairs are to be drawn from one of the statutory partners. These will be reviewed annually and insofar as possible to be rotated on a geographic basis
- The Chairperson can be re-elected but not serve for more than a three year period.
- The Chair or Vice Chair can be replaced at any time during the term of office through a vote of no confidence by CDRP members.
- The Chair or Vice Chair can resign at any time by means of a formal letter to the Senior Community Safety Officer

The Chair shall:

- retain full voting rights as an individual member
- provide effective and accountable leadership for the Partnership
- promote the partnership and its vision
- act as a spokesperson for the partnership

Quorum

- The Partnership shall be quorate if five of the Statutory members are present.

Meeting structure

- The CDRP shall meet at least quarterly. A special meeting may be called by the Chair.
- Papers must be circulated one week in advance of the meeting
- Formal minutes will be produced after each meeting and the actions for members will be clearly shown. The minutes will be considered at the next meeting and, if agreed as an accurate record, shall be signed by the Chair.

Voting

- Each member of the Partnership, or nominated substitute will have one vote. Decisions will be made by simple majority. In the case of a tied vote, the Chair will have the casting vote.
- Members who have voting rights must make a declaration of interest whenever it is necessary to exercise their vote on any matter.

Standing Agenda Items

- Minutes of the previous meeting
- Performance Information
- Community Safety Officer progress paper
- Performance management report on the Local Delivery Plan
- Budget
- Feedback from the Safer Devon Partnership

Linkages

- The CDRP will participate in the Safer Devon Partnership and its structural arrangements to ensure understanding of and appropriate support to Devon wide initiatives, to promote the needs and interests of the South Devon & Dartmoor area and to report on local performance
- The CDRP will continue to maintain a Community Safety Forum to involve a wider range of stakeholders and engage with this forum at least on an annual basis
- The CDRP will also ensure consideration of cross-border opportunities with regard to shared themes and advantages of economies of scale

- Develop links between the Community Safety Partnership and other local partnerships and agencies at a strategic level