

# The East and Mid Devon Community Safety Partnership

*A Partnership between East & Mid Devon District Councils, Devon & Cornwall Police, Devon County Co  
NEW Devon Clinical Commissioning Group, Devon & Cornwall Probation Trust,  
and Devon & Somerset Fire & Rescue Service.*



## Community Safety Group (CSG) Terms of Reference.

CSG'S ARE MULTI-AGENCY LOCAL PARTNERSHIPS FOCUSED ON  
REDUCING ANTI-SOCIAL BEHAVIOUR AND PROVIDING A  
NETWORKING SPACE FOR PARTNER AGENCIES TO SHARE  
INFORMATION, BUILDING AND WORKING TOGETHER FOR A  
SAFER COMMUNITY.

The purpose of this document is to provide the Community Safety groups across East Devon with Terms of Reference and a set of Minimum Standards with which they should all comply.

### Purpose.

The purpose of the Community Safety group is provide a place where local needs, issues and projects can be discussed aiming to reduce anti-social behaviour and providing a networking space working together to make East Devon an even safer place to be.

### Objectives.

- To develop shared understanding of local priorities and needs.
- To improve the quality of life of people in the local area.
- To identify community issues.

- To provide a forum for local groups to engage.

## Membership.

The Community Safety group will comprise of the following core membership

- Town and Parish councils
- East Devon District Council
- Devon and Cornwall Police
- Devon and Somerset Fire and Rescue Service

Each Local Community Network will support and encourage wider participation and engagement from additional attendees. This could include, for example:

Local Community and Voluntary Sector Organisations

Local Businesses or Trade Groups

Housing Associations or Housing Officers

Any other relevant local groups which could include youth groups, cultural organisations, environmental groups.

Those attending will be expected to represent their local community with integrity, objectivity, accountability, openness and honesty.

## Confidentiality.

Information provided in this meeting could be considered 'personal and sensitive' as defined by The Data Protection Act 1998. Therefore it is provided for the sole use of devising a plan relating to the individual, group or locality. Information sharing is permitted under the Crime & Disorder Act 1998 for the purposes of preventing, detecting and reducing crime, ASB and disorder, and under the Children's Act 1989 and 2004 to safeguard and promote the welfare of children. Information shared in the meeting should not be shared further without prior consent of the agency providing the information. A non-disclosure agreement to be signed by all attendees at each meeting.

## Meetings.

There will be a minimum of 4 meetings per district held on a quarterly basis. This can be flexible and this could include adding additional meetings as and when the need arises.

Following the meeting invitation, the attendees will be invited to submit requests for agenda items to the Chair. Standing items will comprise (i) apologies, (ii) approval of the note of previous meetings; and (iii) review of actions.

An agenda for each meeting will be circulated 5 business days prior to the meeting.

Meetings will be held in accessible venues and will be held in various locations within the local area (dependent on the numbers likely to attend the meeting)

Chair: ASB/CSO or Coordinator.

Vice Chair: ASB Officer.

Chairs and Vice Chairs provide active leadership, manage meetings, and are the main point of contact for forums between meetings.

## Administration.

The ASB/CSO will be responsible for the recording and distribution of minutes and actions.

The Agenda will be prepared by the Chair in consultation with the group.

Members will be asked for agenda items at least 10 working days before the meeting being held. All papers will be sent out at least 5 working days before the meeting date.

## Review.

The Terms of Reference will be reviewed on an annual basis. This is to ensure that the Terms of Reference appropriately reflect the role of the Community Safety groups as they evolve over time.