

APPENDIX 2

CONSTITUTION OF THE CRIME & DISORDER REDUCTION PARTNERSHIP AND THE EXECUTIVE GROUP THE RESPONSIBLE AUTHORITIES PARTNERSHIP (RAP)

The Responsible Authorities Partnership is the Executive Group for the South Norfolk Council Crime & Disorder Reduction Partnership (CDRP)

CONSTITUTION OF THE PARTNERSHIP

1. TITLE

The title of this body will be the South Norfolk Crime and Disorder Reduction Partnership (hereafter called the CDRP).

The title of the Executive Group for the CDRP will be the Responsible Authorities Partnership (hereafter called the RAP).

The CDRP and the RAP will operate under the umbrella of the South Norfolk Alliance, the Local Strategic Partnership (LSP) for the South Norfolk Area.

2. KEY RESPONSIBILITIES

- Direct the work of the partnership;
- Prepare and implement the Crime & Disorder Reduction Strategic assessment;
- Engage with stakeholders, communities and members of the public on priority issues to be addressed;
- Develop, produce and implement the rolling 3-year partnership plan;
- Refresh the Partnership Plan annually;
- Prepare and publish a summary of the Partnership Plan;
- Monitor the implementation of the partnership plan;
- Agree funding priorities and allocations;
- Consider annually whether the partnership has the requisite skills and knowledge to meet the statutory requirements;
- Prepare an information sharing protocol;
- Ensure the signing of the information sharing protocol by the responsible partners to govern the sharing of information between them;
- Nominate a designated liaison person for each responsible partner to share information;
- Hold one or more public meetings during each year and ensure they are attended by individuals who hold a senior position within each authority;
- Publicise these public meetings effectively;
- Carry out new statutory requirements regarding community engagement;
- Share sets of depersonalised information on a quarterly basis;
- Consider required information to prepare a strategic assessment;
- Have regard to all other consultation when undertaking community consultation for the strategic assessment;

- Identify in the strategic assessment the priorities to escalate to the County level and therefore inform the County Community Safety Agreement in two-tier areas and
- Ensure compliance with the statutory requirements set out in the Crime & Disorder Act 1998, the Crime & Disorder Act Review set out in the Police & Justice Act 2006 and subsequent regulations which came into effect on 01 August 2007.

3. RESPONSIBLE AUTHORITIES PARTNERSHIP

The Responsible Authorities Partnership (RAP) will form the Executive Group.

The RAP will be made up of Members and senior officers from each of the Responsible Authorities and the Chairs of the South Norfolk Action Panels.

The RAP will meet to consider the following

- Strategic Assessments and Partnership Plans
- Funding applications (when applicable)
- Performance management
- Updated legislation and best practice
- Compliance with national standards

The RAP may task a working group of statutory partners with a specific piece of work such as, for example, analysis to inform a strategic assessment.

4. MEMBERSHIP – RESPONSIBLE AUTHORITIES PARTNERSHIP

The membership of the Responsible Authorities Partnership will consist of nominees drawn from the following Responsible Partners in Table 1.

Wherever possible, the nominees from these organisations will be the same nominees that sit on the Board of the Alliance.

Table 1

Responsible Partner	Title	Number	Voting
District Council	Chief Executive	1	1
District Council	Elected Member with Community Safety Portfolio	1	1
District Council	Head of Partnerships & Performance	1	
District Council	Communities Manager	1	
County Council	Chief Officer or Elected Member	1	1
Police	Supt of Police for South Norfolk Council District area.	1	1
Police Authority	Police Authority Member	1	1
Fire Authority	Chief Fire Officer or Brigade Manager	1	1
Primary Care Trust	Senior Officer	1	1

Probation (2010)	Senior Officer	1	1
SNAP Chair	Eastern River Valleys Chair	1	1
SNAP Chair	Northern River Valleys Chair	1	1
SNAP Chair	Tas Valley Chair	1	1
SNAP Chair	Waveney Valley Chair	1	1
SNAP Chair	Wymondham & West Chair	1	1

Members of the RAP will commit to:

- Taking an active role in the partnership;
- Have the seniority to be able to commit human and financial resources of their respective organisations;
- And be able to influence changes within their respective organisations to address problems and barriers to effective delivery.

5. NEW MEMBERS

Additional members may be added to the Partnership on agreement and formal resolution of the Partnership.

6. CHAIR & VICE CHAIR

The Partnership will elect a Chair from within the membership of the RAP unless there is a Portfolio Holder with responsibility for Community Safety from the District Council.

The Chair will retain full voting rights as an individual member.

The Chair will serve for a three-year term of office, subject to them being a legitimate member of the Executive and will be eligible for re-election at the end of the term.

The role of the Chair is to:-

- provide effective and accountable leadership for the Partnership
- promote the Partnership and its Vision
- ensure good practice is adopted by the Partnership in the implementation and delivery of the strategic assessment and partnership plan
- act as the spokesperson for the Partnership in dealings with the press and media or nominate a person to act on his / her behalf
- represent and speak on behalf of the Partnership at any external meeting, or nominate a person to act on his / her behalf

The Vice-Chair will be appointed from within the membership of the RAP and will serve for a three-year term of office and will be eligible for re-election at the end of the term.

The Chair and / or Vice Chair can be replaced at any time during the term of office through a vote of no confidence by members of the RAP.

The Chair and / or Vice Chair can resign at any time during the term of office by means of a formal letter to the Communities Manager or a Responsible Authority Partner.

7. VOTING

Each member of the Partnership, or nominated substitute, shall have one vote as designated in Table 1.

Decisions will be made by a simple majority. In the case of a tied vote, the Chairman shall have the casting vote.

Non voting members of the RAP are the Head of Partnerships & Performance and the Communities Manager.

8. MINUTES OF MEETINGS

Formal minutes will be produced after each RAP meeting.

They will be considered at the next meeting of the Partnership and, if agreed as an accurate record, will be signed by the Chairman

9. FREQUENCY OF MEETINGS

The RAP will meet at least four times a year.

The Communities Manager will be responsible for convening meetings in conjunction with the Partnership & Funding Officer responsible for the Alliance.

A special meeting of the Partnership may be called by the Chairman, in certain circumstances, to discuss a specific item only. Members will be made aware of the business to be discussed

10. THEME TASK GROUPS

The RAP may agree the formation of theme task groups or working groups , based on the key priorities identified through the Strategic Assessment and consultation process and with consideration of local policing priorities.

11. FUNDING

Direct funding for CDRP projects is provided through the Local Area Agreement, administered by Norfolk County Council and agreed through the (Norfolk) County Strategic Group for Crime Reduction.

There will also be financial and human resources committed to the partnership to be used for identified priorities, based on the outcome of the Strategic Assessment and subsequent Partnership Plan.

Partnership funding cannot be used to replace mainstream service delivery, but can be used in conjunction with it, to add value and make a project happen.

All funding provided through the County Strategic Group to achieve Local Area Agreement priorities is subject to criteria and an agreed funding process.

The pro-forma agreed with the County Strategic Group will be used to consider all applications for funding. These will be assessed and reviewed following the agreed criteria by the RAP and agreement reached to support a bid or not.

The final decision will be made by the RAP but recommendations can be made from any officer or organization.

The decision of the RAP will be final.

12. TERMS OF REFERENCE OF THE RESPONSIBLE AUTHORITIES PARTNERSHIP

Development of the Strategic Assessment and 3 year rolling Partnership Plan

Direct the production of the Partnership Strategic Assessment through a working group of statutory partners and relevant organisations

Identify the priorities and targets for inclusion in a draft Partnership Plan

Direct the consultation process and provide any necessary amendments

Approve the Partnership Plan

Publish a summary of the Partnership Plan

Ensure local crime reduction and community safety issues are included in the Local Area Agreement.

Performance Management

Ensure the Partnership meets any targets placed upon it by the Local Area Agreement and Public Service Agreements, or agreed in the Partnership Plan

Monitor the delivery of the Partnership Plan and task group action plans against agreed milestones and targets

Authorise reports on progress to the partners and the public through Partnership quarterly meetings

Ensure compliance with, and monitor progress against, the assessment of policing and community safety performance management process

Monitor funded projects and manage any under performance reported by the task groups

Review & Amendment

Make arrangements to refresh the Partnership Plan annually taking account of any changes in national and local priorities;

Agree amendments and set new or revised targets

If necessary agree termination of funding for a project or changes to a project or task group

Carry out an annual skills and knowledge review and recommend training or additional members