

OVERVIEW AND SCRUTINY COMMISSION (CRIME AND DISORDER COMMITTEE)
11 JUNE 2009

REVIEW OF THE CRIME AND DISORDER REDUCTION THEME PARTNERSHIP
(Head of Overview and Scrutiny)

1 INTRODUCTION

- 1.1 At its meeting on 1 April 2009, the Overview and Scrutiny (O&S) Commission endorsed the proposed approach to O&S of Bracknell Forest Partnership (BFP). The proposed approach was also endorsed by the Board of BFP at its meeting on 21 May.
- 1.2 The agreed approach includes the O&S Commission and Panels carrying out a structured programme of information gathering and initial analysis of the BFP's affairs. The information gathering will comprise initially asking the Chairmen and Lead officers for the ten Theme Partnerships to complete a questionnaire, and then for the responses to the questionnaire to inform individual meetings by the Commission/Panel concerned with the Chairmen and Lead officers for each of the Theme Partnerships, individually. These will form part of the public meetings of the Commission and Panels throughout 2009/10. The first of these meetings is with the Chairman and Lead Officer of the BFP's Crime and Disorder Reduction Theme partnership, Mr Timothy Wheadon and Mr Ian Boswell respectively.

2 SUGGESTED ACTION

- 2.1 **That the O&S Commission, meeting as the Crime and Disorder Committee, discusses with the Chairman and Lead Officer of the Crime and Disorder Reduction (Bracknell Forest Partnership) Theme Partnership its governance, performance management, financial management, and related issues, with reference to the completed questionnaire at Appendix 1.**

3 SUPPORTING INFORMATION

- 3.1 At its meeting on 6 May 2009, Council received a report of the Constitution Review Group (CRG), which had met on 9 April 2009. The CRG report stated that the Police and Justice Act 2006 required each Council to have a "Crime and Disorder Committee" with the power to review and scrutinise and make reports or recommendations regarding the functions of the responsible authorities of the local Crime and Disorder Reduction Partnership/Community Safety Partnership. CRG recommended that the Overview and Scrutiny Commission should fulfil the role, and Council resolved that the Overview and Scrutiny Commission be designated as the Crime and Disorder Committee.

Background Papers

Minutes and papers of Council, the Constitution Review Group, and the Overview and Scrutiny Commission.

Contact for further information

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Appendix 1

A: Name of Partnership:	Comments
Chairman's name and contact details:	Timothy Wheadon, Chief Executive, Bracknell Forest Council
Lead Officer's name and contact details:	Ian Boswell, Community Safety Manager, Bracknell Forest Council. 01344 352121 ian.boswell@bracknell-forest.gov.uk

B: Partnership details	Comments
1. Please attach the terms of reference for the partnership . If it is not in the TOR, please outline the agreed aims, key objectives and key functions	The ToR are currently under review following recommendations from the Deloitte audit report
2. Please provide a few examples of the partnership's major achievements	1. 20% reduction in British Crime Survey crime (BCS) crime in 2007 – 08 2. The establishment of a e safety group to address internet crime 3. The Community Nuisance & Disorder Information System (CADIS) ASB data base and national recognition in 2008 4. Knife Crime DVD following schools competition
3. Where do you think the partnership currently is in terms of its stage of development? E.g. early formation, delivering shared outcomes, or fully developed?	Fully developed but continued development
4. Please describe any major obstacles towards the partnership's success	1. Information exchange 2. Health Service data on assaults 3. Minimal funding
Membership	See ToR
5. If not in the TOR, please list the current members of the partnership and the organisations they represent	

6. If not in the TOR, please describe the arrangements for appointing members to the partnership	See ToR
Minutes	Attached [emailed separately to Members]
7. Please provide minutes of meetings in the last year	

C: Governance arrangements	Comments
1. Please provide any recent self-assessment of governance arrangements for the Partnership, or describe any plans to do so.	No self assessment in the last 3 years. No current plans
2. How are decisions made? Is there a scheme of delegation that makes clear who can take decisions?	Decisions can be made at the CDRP Executive held 4 weeks in advance of the full CDRP. Votes taken are on a simple one person one vote system Decisions can be taken by sub group Chairs.
3. How are decisions recorded?	Minutes of all meetings
4. Who makes sure decisions are acted upon?	Review of minutes by Chairs and review of sub group minutes by full CDRP
5. Please describe how the partnership is held to account, and by whom	Partnership is held to account by the Chair and its own membership in addition to accountability to individual organisations. Performance is monitored by GOSE O&S Committee of BFC oversees CDRP BFP responsible for LAA targets
6. Risk management - Has the Partnership itself carried out a formal risk assessment of the Partnership? If yes, please provide details	Risk management contained within the CDRP 3 year plan www.bracknell-forest.gov.uk/crime-and-disorder-reduction-partnership-plan-2008-to-2011.pdf

D: Performance management	Comments
1. Please describe the arrangements for setting output/outcome targets, and give details of the partnership's targets for 2008/09	<p>The CDRP has a statutory 3 year CDRP plan which contains an up to date action plan which is also published on the internet www.bracknell-forest.gov.uk/crime-and-disorder-reduction-partnership-plan-2008-to-2011.pdf</p> <p>LAA targets have been agreed by BFP</p> <p>The targets with milestones are contained within the CDRP plan</p>
2. Please describe the arrangements for monitoring and reporting progress against targets	<p>LAA monitoring process by Ch/Execs office of BFC</p> <p>RAG system of reporting progress to CDRP Executive.</p> <p>Full CDRP reviews those targets which are Red</p>
3. How does the partnership agree action on targets that are not likely to be met?	<p>Full CDRP discusses Red targets and agrees resources and plan of action to address poor performance</p>
4. How do you demonstrate publicly that the partnership adds value?	<p>Communications plan</p> <p>Extensive use of the media</p> <p>Plan and action plan published on BFC Crime & Disorder reduction</p> <p>Team pages of internet</p> <p>Annual conference</p>
5. How does the public know that the partnership achieves value for money?	<p>Communication bulletins</p> <p>BFC website CDRT pages</p> <p>Council members as observers on CDRP</p> <p>Bracknell Forest Partnership news letter</p> <p>CDRP news letter</p> <p>Community TV</p>
6. Does the Partnership contribute accounts of success to the BFP's communications group?	<p>Yes. Quarterly feedback</p>
E: Financial Management	Comments
1. How is the partnership funded? (on the basis of the last financial year)	<p>Safer Stronger Communities Fund of £118, 240 for 2009-10 (revenue £81,608 and capital £36,632)</p> <p>BFC £14,720</p>

	1.5 FTE posts (BFC)
2. Who decides on how to spend the money?	CDRP Executive make recommendations for approval by full CDRP
3. Can the money be reallocated? If so, who can authorise this?	Yes, Chair of CDRP
4. What are the financial reporting arrangements?	Finance report to CDRP Executive for approval by full CDRP

F: Serving the Public (For response just by BFP's Board)	Comments
1. Does the partnership have a communications policy? If so, please provide this	
2. How does this partnership achieve accessibility for the public? (for example, are meetings open to the public?)	
3. Is there a complaints and suggestions process the public can use?	

G: Overview and Scrutiny of the Partnership	Comments
1. Does the partnership have any views on how O&S can assist in its development and achievement of objectives?	Take performance reports from CDRP and ask questions as necessary
2. Does the partnership have any suggestions for O&S reviews to be considered for the partnership O&S programme?	

If there are any queries on the completion of this questionnaire, please contact Richard Beaumont, Head of Overview and Scrutiny, Bracknell Forest Council on 01344 352283 or Richard.Beaumont@Bracknell-Forest.gov.uk



Crime and Disorder Reduction Partnership

Terms of Reference

1. Relevant Legislation and Guidance

- 1.1 The Crime and Disorder Act 1998 creates a number of statutory duties for CDRPs:

Section 6:

This section places a responsibility on local authorities and police forces to work together to formulate and implement a 3-year crime and disorder reduction plan. Section 97 of the Police Reform Act 2002 amended the list of responsible authorities to include the police authority, fire authority and primary care trust and also added a responsibility for substance misuse to be taken into account in this plan.

Section 17:

This section requires responsible authorities to do all they reasonably can to prevent crime and disorder while exercising their duties.

Section 115:

This section grants powers to responsible authorities to disclose information when necessary or expedient for the purposes of the Crime and Disorder Act 1998.

- 1.2 Further to the above, the Crime & Disorder (Formulation and Implementation of Strategy) Regulations 2007 requires CDRPs to undertake an annual strategic assessment as well as a 3-year crime, disorder, anti-social behaviour and substance misuse reduction plan, both of which are to be refreshed annually.

2. Aims

The aims of the Bracknell Forest CDRP are:

- 2.1 To undertake an annual strategic assessment of crime, disorder, anti-social behaviour and substance misuse within Bracknell Forest.
- 2.2 To produce a three-year crime and disorder reduction partnership plan to be refreshed annually and informed by the annual strategic assessment.

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- 2.3 To ensure the development and delivery of 'Priority 7 – Promoting Community Safety' of the Bracknell Forest Local Area Agreement.
- 2.4 To be effectively represented as one of the themed partnerships of the Bracknell Forest Partnership and adhere to the performance management framework, reporting progress to the Service Board.
- 2.5 To produce annual feedback to the community on the levels of crime, disorder, anti-social behaviour and substance misuse and to report on progress against the CDRP Plan.
- 2.6 To ensure that the priorities of the CDRP Plan are delivered and to address blockages and barriers to effective delivery by closely monitoring the Action Plan.
- 2.7 To secure multi-agency agreements on the delivery of priorities and resources to deliver them.
- 2.8 To promote a better understanding of the scale, perception and impact of crime, disorder, anti-social behaviour and substance misuse in Bracknell Forest.
- 2.9 To monitor the implementation of Section 17 of the Crime and Disorder Act 1998 (see previous page) by all responsible authorities and encourage other agencies not yet responsible to work together to reduce crime, disorder, anti-social behaviour and substance misuse.
- 2.10 To research, implement and share best practice with other CDRPs.
- 2.11 To promote sound and effective governance through overseeing and monitoring the work of the Drug and Alcohol Action Team (DAAT), Crime and Disorder Reduction Team (CDRT) and Youth Offending Service (YOS) in Bracknell Forest in line with statutory duties.
- 2.12 To oversee and monitor the work of the strategic sub-groups of the CDRP established for the purpose of improving community safety in Bracknell Forest.

3. MEMBERSHIP

- 3.1 The CDRP must consist of senior representation from all responsible authorities and may include a range of non-statutory agencies based in Bracknell Forest or with significant interest in community safety in the Borough.
- 3.2 The CDRP will endeavour to reach consensus on matters for decision. Where votes are invoked, each representative shall have one vote, carrying equal weight. Decisions will be made on a simple majority basis and will require a quorum of four members.
- 3.3 Meetings will be chaired by an elected chair or vice-chair. A casting vote may be taken by the meeting chair if a majority vote has not been achieved. The chair will be elected every 3 years.
- 3.4 Group members may send substitutes or proxy members when they are unable to attend and these individuals shall be able to vote on matters arising.
- 3.5 Organisations will be entitled to bring support officers to the meetings.
- 3.6 Visitors may be invited to attend meetings but will not have the right to vote on matters arising.
- 3.7 Membership and the terms of reference will be reviewed annually.
- 3.8 Membership will include senior representatives from:

Statutory Members:

- Thames Valley Police Authority (Nominated member)
- Royal Berkshire Fire and Rescue Service (Chief Officer)
- Thames Valley Police (Chief Officer)
- Bracknell Forest Borough Council –
 - Environment, Culture & Communities (Director)
 - Social Care & Learning (Director)
 - Community Safety Manager
 - Elected Member representative
- Berkshire East Primary Care Trust (Chief Executive)

Co-operating Bodies:

- Berkshire Probation Service
- Bracknell Forest Youth Offending Service (YOS)
- Drug and Alcohol Action Team (DAAT)
- Bracknell Forest Homes and other Registered Social Landlords (RSLs) in the Borough

Observers:

- Thames Valley Chamber of Commerce and Industry
- Government Office for the South East (GOSE)
- HM Prison Service
- Town Centre Manager
- Other organisations which may assist the work of the CDRP

4. Frequency of Meetings

The Partnership will meet not less than four times per year. All members will be expected to:

- 4.1 contribute to its aims
- 4.2 undertake work on behalf of the group
- 4.3 identify issues relevant to its terms of reference for discussion at meetings consistent with effective inter-agency collaboration and agency responsibilities.

Bracknell Forest Council will provide administrative support.

5. Reporting

The Bracknell Forest CDRP will:

- 5.1 record decisions and action points made at meetings
- 5.2 receive quarterly monitoring and progress reports on the delivery of actions from each sub-group and any other person or agency involved in reducing crime, disorder, anti-social behaviour and drug misuse in Bracknell Forest, including progress against government targets
- 5.3 receive quarterly reports on finance as approved by the CDRP Executive
- 5.4 submit progress monitoring and review reports to the Bracknell Forest Partnership on the delivery of targets and future work programmes

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designed to reduce crime, disorder, anti-social behaviour and substance misuse.

6. SUB-GROUPS

6.1 The following sub-groups shall operate to support the CDRP:

- Reducing Crime
- Perceptions
- Community Issues – Neighbourhood Action Groups (NAGs)
- Drugs and Alcohol
- Anti-Social Behaviour
- Regeneration and Development
- YOS Performance Management

These are based on the CDRP Plan priorities.

6.2 Other sub-groups will be established as required and will include:

- Prolific & Priority Offenders (PPOs)
- Anti-Social Behaviour Working Group
- Cleaner Borough Group
- Domestic Abuse Forum

7. Links to the Local Safeguarding Children's Board (LSCB) and the Children's Trust (CT)

7.1 It will be the responsibility of the CDRP to ensure that crime, disorder, anti-social behaviour and substance misuse matters involving the protection and safety of children are included in the work plans of the Local Safeguarding Children's Board (LSCB) and Children's Trust (CT) as appropriate.

7.2 The following arrangements have been agreed by all 3 groups:

- At least one identified member of the CDRP will also be a member of the LSCB and CT.
- The minutes of these groups will be circulated to the membership of the CDRP and vice versa. In addition to this, a short report will be submitted by the Community Safety Manager summarising the work of the CDRP for submission to these groups. Reciprocal arrangements will be made by the LSCB and the CT.

8. Performance

The CDRP Executive will examine performance in advance of the CDRP meetings and report exceptions in performance to the CDRP as identified using the Integrated Performance Management (IPM) methodology.

The Executive will also monitor the performance of the Safer Stronger Communities Fund, LPSA & LAA targets.

The Executive will agree the agenda for the CDRP meetings and will meet approximately 4 weeks before each CDRP meeting.

9. Resources

A spending plan will be produced annually for the CDRP and will be monitored by the CDRP Executive. Resources will be allocated to:

- 9.1 Meet the priorities set out in the strategy
- 9.2 Meet national crime and disorder reduction targets
- 9.3 Meet the conditions attached to funding streams

10. Equal Opportunities

The CDRP will operate within and promote the maintenance of equal opportunities consistent with the frameworks adopted by partner agencies.

11. Data Sharing

Data will be shared between agencies to the Partnership in accordance with the CDRP Exchange of Information Protocol (revised 1 July 2008).

Amended 29/12/06 following the 14/12/06 SCSP meeting. I. Boswell

Amended 20/3/07 following the 19/3/07 CDRP meeting. I Boswell

Amended 22/5/07 following consultation with CDRP members. I Boswell

Amended 14/6/07 following further consultation. I Boswell

Amended 3/4/08 following changes in legislation 2007. I Boswell

Amended 12/05/08 following LSCB links etc. A Koen

Amended 18/07/08 – annual revision – A Koen

The LSCB will be responsible for leading the overview of, providing advice to and scrutinising the Safeguarding practice of the three 'Themed Partnerships' (CDRP, Children's Trust, LSCB). The Themed Partnerships have committed to working together to minimise duplication and minimise strategic gaps between the Partnerships.

The following arrangements have been agreed by all 3 Themed Partnerships:

- At least one member of the LSCB will be identified as a spokesperson at the CDRP and Children's Trust (and visa versa), to represent the other Partnership's priorities.
- There will be a standing agenda item at each of the Themed Partnership meetings, to enable the communication of key developments and priorities, of relevance to the other Partnerships.
- The minutes of the CDRP and Children's Trust will be circulated to the membership of the LSCB and visa versa.
- Performance management arrangements will be co-ordinated to identify a 'lead reporting' Partnership for themed areas that are of interest to more than one Partnership. This will apply to monitoring progress against outputs (i.e. domestic abuse, bullying, MAPPA, etc) and outcomes (i.e. complementary data management processes).



EXECUTIVE Terms of Reference

The establishment of a CDRP Executive (strategy) group is a requirement of The Crime & Disorder (Formulation and Implementation of Strategy) Regulations 2007 (Statutory Instrument 2007 No. 1830).

The purpose of the CDRP Executive will be to deal with the performance management and operational issues of the CDRP which will create more opportunity and time for the CDRP to address strategic issues at its quarterly meetings.

Membership

Chair of the CDRP
Local Police Area Commander
Police Authority Representative
Primary Care Trust (PCT) representative
Royal Berkshire Fire & Rescue Service (RBFRS) Senior Fire Officer
Bracknell Forest Council (BFC) Member for Public Protection
Community Safety Manager
Drug and Alcohol Action Team (DAAT) Manager
Youth Offending Service (YOS) Performance Management Group Chair

The CDRP Executive may invite or consult additional agencies or individuals as and when the need arises.

Role

1. The preparation and annual review of the Strategic Assessment and the Partnership Crime & Disorder Reduction Plan.
2. Use the integrated performance management (IPM) model in order to decide which performance indicators should be reported to the CDRP.
3. Review the finance report and make recommendations to the CDRP.
4. Review the Drug and Alcohol Action Team (DAAT) performance and quarterly returns.
5. Make operational decisions between the meetings of the CDRP.
6. Review the Action Plan from the Domestic Abuse Forum.
7. Plan the agenda for the next CDRP meeting.

Frequency of Meetings

The CDRP Executive will meet four times a year, approximately four weeks before each CDRP meeting.

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Chair

The Chair of the CDRP Executive will be the current chair of the CDRP.

Decision making

Any decisions taken by the CDRP Executive will be on a 'one-person-one-vote' basis. Where agreement cannot be reached, the matter will be referred to the CDRP.

V3 09.05.08