



## Safer Bodmin Terms of Reference

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### **Safer Bodmin Aim**

The aim of Safer Bodmin is to improve community safety and reduce crime and anti-social behaviour by targeting persistent problem places and people within the geographical area and work with communities, partners and the business and voluntary sectors to develop sustainable solutions.

### **Accountable Body**

Safer Bodmin is accountable to Safer Cornwall; the statutory Community Safety Partnership for Cornwall. The Safer Cornwall Strategic Board is chaired by Chief Fire Officer and Director of Resilient Cornwall Paul Walker and comprises of senior officers from the statutory organisations (referred to as the responsible authorities) and a wide range of other public sector, voluntary, community and private organisations. The responsible authorities are Cornwall Council, Devon and Cornwall Police, Cornwall Fire and Rescue Service, National Probation Service, Dorset, Devon & Cornwall Community Rehabilitation Company and NHS Kernow.

### **Purpose and scope**

To address the community safety issues in Bodmin by;

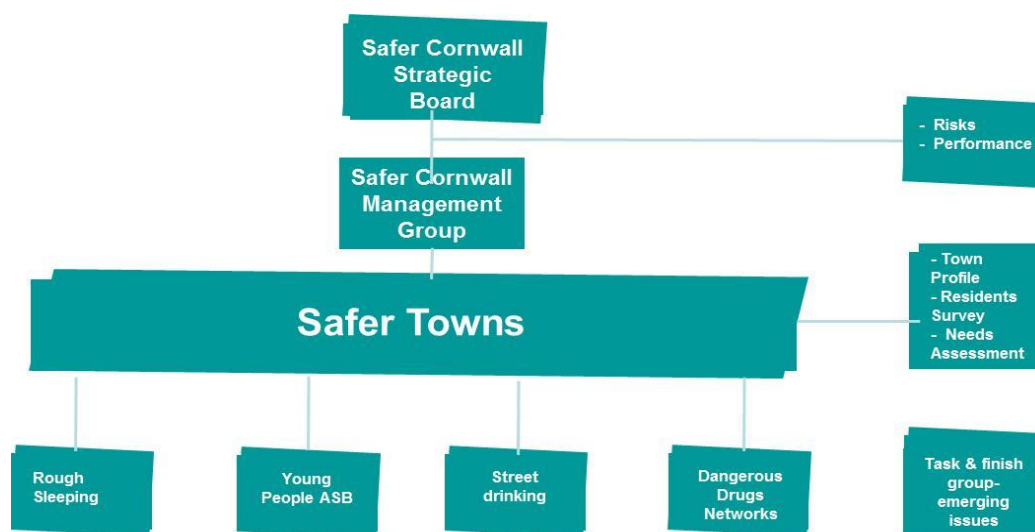
- Developing evidence based delivery plans focused on local priorities
- Embedding a consistent problem solving approach
- Identifying and delivering best practice approaches
- Leading and coordinating community events

### **Rationale**

The areas for the programme were selected based on analysis of level of risk by the Community Safety Intelligence Team, ensuring that resources are directed to the areas with the highest level of risk. Typically these areas experience significantly higher than average levels of crime and anti-social behaviour **across a range of priority community safety areas**, as measured by reported levels of crime and incidents and residents' concerns. These are Cornwall's larger population centres with the characteristics of more urban environments and contain pockets of socio-economic deprivation. As such, these towns have the highest concentration of issues associated with the night-time economy (such as alcohol-related violence), businesses (such as shoplifting) and transient populations, which includes people coming into the area for work or leisure, as well as those who may be homeless.

Each area in the Safer Towns programme has a detailed community safety profile, which provides the evidence of need and identifies key issues for each area.

## Safer Bodmin Structure and Reporting



Safer Towns will report to the Safer Cornwall Management Group by exception on a quarterly basis.

### Safer Bodmin Delivery Plan

In order to deliver the actions within the Delivery Plan, members of Safer Bodmin Partnership will:

1. Identify individual responsibilities and time-scales for delivery of specific actions;
2. Arrange / seek appropriate action to address obstacles in the implementation of the Delivery Plan;
3. Ensure that appropriate organisations and services are represented at the Safer Bodmin meetings and involved in the delivery of the Delivery Plan;
4. Ensure the Delivery Plan represents Safer Cornwall priorities and reflects the findings from the Town Profile and Residents Survey but also takes account of emerging or dynamic issues;
5. Ensure appropriate management information is provided and acted upon, including regular monitoring and review of all activity in the Delivery Plan at the scheduled meetings;
6. Report on actions, and any other issues relevant to the work of the Safer Bodmin by agreed deadlines;
7. Provide an exception report, and any other issues relevant to the work of the Safer Bodmin to Safer Cornwall quarterly via the Chair;
8. Illicit support from within their own organisations to progress the activities of Safer Bodmin;
9. Monitor the environment (e.g. legislative and social / economic changes) and identify implications affecting the work of the Safer Bodmin, its members and services.

These terms of reference will be reviewed annually.

### Membership & Procedures

Membership of the groups and/or attendance at the Safer Towns meetings is at the discretion of, and by invitation of the relevant Chair. It is limited to those included on the circulation lists for correspondence (exceptions will be made in instances whereby usual attendees are covered by a deputy due to absence). The forum membership does not include members of the public due to the at times, sensitive nature of the topics and issues discussed. Opportunities for input from the public will arise at various engagement events throughout the year.

Groups will consist of a core membership with other agencies and community representatives being invited to contribute to specific work streams as required.

Core membership:

- Community Safety Officer
- Cornwall Council ASB- case worker for area
- Cornwall Council Community Link Officer for area
- BID Manager for area (where applicable)
- Chamber of Commerce
- Cornwall Housing Ltd (area specific) and Housing providers (area specific)
- Office of the Police and Crime Commissioner - Community Link Officer
- Devon and Cornwall Police e.g.-

Sector Inspector  
Neighbourhood Team Leader  
Neighbourhood Beat Manager  
Specialist Problem Solver

- Addaction
- Town Council Clerk
- Local Councillors- elected members representation
- Cornwall Fire and Rescue Service e.g.-

Prevention Watch Manager  
Station Manager

- Adult Social Care
- Cornwall Council Licensing
- Environmental Protection
- Local voluntary and community sector organisations including Neighbourhood Watch and Crimestoppers
- Education lead

The role of the Chair is to:

1. Ensure the business of Safer Bodmin is conducted appropriately;
2. Coordinate overall project management for Safer Bodmin;
3. Collate agenda items and produce a timely and appropriate agenda for each scheduled meeting;
4. Ensure meetings are run effectively, focusing on the delivery plan and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making;
5. Report to Safer Cornwall quarterly on performance by exception and;
6. Ensure that decisions / action points are satisfactorily recorded during the meeting and re- produced in an appropriate format for subsequent distribution;
7. Establish and foster an effective relationship with all members based on trust and mutual respect for each other.

Lead Officers for particular actions will be required to provide an accurate update on the Delivery Plan by the deadlines set to enable papers to be despatched on time.

Members will be expected to attend all meetings or brief a suitable representative where this is not possible.

All members should contribute to the agenda through the Chair.

### **Administration**

Safer Bodmin administration support will be provided by Cornwall Fire, Rescue and Community Safety Service Admin Team;

Members of the group will receive copies of the agenda and supporting papers at least 4 working days prior to the meeting;

Meeting minutes will be circulated within 21 days of the meeting.

### **Frequency of meetings**

Frequency of meetings will be determined at a local level. Each meeting will last no longer than 3 hours.

### **Exceptional issues**

Issues arising which cannot be dealt with by the above structure can be tabled for an exceptional meeting, or by email between members.

If an issue occurs within Safer Bodmin that requires a partnership response the Chair will arrange a separate task and finish meeting to address the concern and ensure information sharing and actions to provide a coordinated timely response. Members can request for a separate task and finish meeting through the Chair. These meetings will aim to be organised within a week of the request and the membership will consist of key individuals from the Safer Bodmin partnership who are able to provide information/ support on the issue and any further partners who have direct input into the emerging issue.

### **Performance Measures**

Safer Bodmin performance indicator; 3 year target with the final performance to be measured against the 2021 residents' survey question;

**“Do you believe that the council and the police are dealing with crime and antisocial behaviour issues that matter in your area?”**

Performance of this measure will give an indication of public confidence in the effectiveness of the police and Council working together to tackle local crime and anti-social behaviour issues. The measurement method is the Cornwall Council Residents' Survey, with the baseline taken in 2017 (Bodmin Network Area 35%) and the final outcome in 2021 (target 49%).

This indicator mirrors one of the questions in the annual Crime Survey for England and Wales as well as our local community safety survey "Have Your Say" (HYS) and satisfaction surveys. The local surveys will be used as an indicative proxy measure, with the caveat that the question is asked in different contexts and should thus be interpreted with a degree of caution.