
Building Communities Together Partnership – Terms of Reference

Purpose:

This Partnership was established as a sub group of the Health and Wellbeing Board bringing together the Brilliant West Berkshire Programme Board and the Safer Communities Partnership.

The Building Communities Together Partnership will oversee and guide multi-agency partnership work contributing to achieving the Health and Wellbeing Strategy Aim to:

‘build a thriving and sustainable environment in which communities can flourish’

The Building Communities Together Partnership’s Strategic Aims are to:

- *Build community resilience*
- *Help reduce inequalities in health and wellbeing*
- *Reduce and prevent crime*
- *Safeguard children and vulnerable adults*

Objectives:

The Partnership will oversee multi-agency partnership work seeking to enable communities to thrive and be more resilient by:

- *Supporting communities and individuals to harness local resources, support and expertise; finding and co-designing local solutions*
- *Helping people to help each other*
- *Protecting and supporting those that need help in partnership with other local forums*



Governance:

The Partnership is accountable to the Health and Wellbeing Board.

The Chair reports on behalf of the Partnership to the Health and Wellbeing Steering Group.

The Partnership is part of the Health and Wellbeing Board's overall governance structure – *System Governance shown in Appendix*

The Partnership will also be accountable to:

- West Berkshire's local residents for improving outcomes for local people
- The Home Secretary - for all areas of planning and performance in relation to crime, anti-social behaviour, substance misuse and re-offending
- The Ministry of Justice - in relation to the work of the Youth Offending Team
- West Berkshire Safeguarding Children and Adults Boards for the functions of a CSP that support the safeguarding and protection of children, young people or vulnerable adults

The Partnership will provide reports to all of the above and will additionally report to Thames Valley Police and Crime Commissioner.

Functions:

The Partnership will:

- Oversee the strategic priorities of the multi-agency Building Communities Together Team
- Oversee strategic partnership activity contributing to achieving strategic priorities
- Oversee the coordination of partnership action/s in response to strategic priorities, regularly reviewing the impact of action/s on outcomes
- Produce a 3 year partnership strategic Action Plan to address strategic priorities and monitor implementation including performance information
- Oversee Community Conversations and other community engagement activity to ensure that actions and information arising from them inform local planning and that measurable outcomes are achieved
- Review and approve the annual Youth Justice Plan
- Manage resources including identifying national and local sources of funding or resources in kind to support new and innovative service re-design
- Ensure compliance with national guidance and statutory responsibilities

Statutory Responsibilities:

The Partnership will fulfil the responsibilities of the:

- Community Safety Partnership
- Steering Group for the Youth Offending Team
- Prevent Partnership Board

Details in Appendix

Membership:

Partner Organisation
West Berkshire Council
West Berkshire Council
Thames Valley Police
West Berkshire Council
West Berkshire Council
West Berkshire Council
Royal Berkshire Fire and Rescue Service
Sovereign
Volunteer Centre
Health Watch
Faith Sector
Community
Community Anchors
Community Rehabilitation Company
Berkshire Healthcare Foundation Trust
National Probation Service
Thames Valley Police and Crime Panel
Education
Criminal Justice System
Berkshire West Clinical Commissioning Groups
Patient and Public Engagement Group
West Berkshire Council
West Berkshire Council and Youth Offending Team

Office of Police and Crime Commissioner
West Berkshire Council
West Berkshire Council

Administration:

The Partnership will meet quarterly for a maximum of 3 hours.

The Chair must be a senior officer from a Community Safety Responsible Authority.

Chair and/or Vice-Chair of the Partnership will be a Member of the Health and Well-being Board Steering Group.

The Chair and Vice-chair will be identified, nominated and seconded and democratically elected to the position by the members and will hold the position for the period of 12 months from the date of election.

The agenda and relevant papers will be circulated to members 1 week prior to each meeting by the Building Communities Together Team.

Secretariat support will be provided by the Building Communities Together Team with assistance from partner agencies.

Details in appendix.

These Terms of Reference were agreed on 18th July 2017 and will be reviewed annually

Last revision – 13 February 2020

Appendix:

Statutory Requirements

In accordance with the Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006), the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 and the Policing and Crime Act 2009, fulfil the duties of the Community Safety Partnership (CSP) for West Berkshire

Fulfil the function of the Steering Group for the West Berkshire Youth Offending Team.

In accordance with the Duties placed on 'specified authorities' by the Counter Terrorism and Security Act 2015, fulfil the role of the Prevent Partnership Board for West Berkshire.

Administration

In the case where the Chair elects to stand-down, the identified Vice-chair will adopt the role of Chair until such time as the normal process would require the selection of a new Chair

Decisions will normally be made through consensus between members, however, where there is a need for a vote to be taken to reach a decision, each member allocated a vote (CSP Responsible Authorities) will have equal rights. The following will be observed:

- A quorum of members will be required to facilitate this process
- Where a vote has been taken, if the vote is balanced, the Chair will have the casting vote, regardless of having voted already or not
- Decisions must be recorded appropriately and circulated to all BCTP Members
- In exceptional circumstances, should a member from one of the Responsible Authorities feel that a topic is particularly contentious, they may specify that voting rights are restricted to the Responsible Authorities only

A Partnership Member should not participate in the discussion or decision making when:

- They have a direct financial interest, (i.e. they or their spouses or partners would stand to benefit or lose financially from the decision)
- Their personal interest in the subject creates a real danger of bias by putting private considerations above stakeholders' interests
- They could be seen to be using their position as a BCTP Member to secure preferential treatment or advantage for themselves or those with whom they are connected (friend or family)

Where a Partnership Member has an interest in a matter arising at a meeting, it should always be disclosed and the Chair should decide whether that member should withdraw from the meeting whilst the matter is being considered. The minutes of the meeting should record the declaration of interest and the action taken.

It is not a statutory requirement that meetings of the Partnership are 'public meetings' due to the sensitive and confidential nature of the discussions that take place. Members of the public can attend the beginning of each Partnership meeting to challenge local service provision. Members of the public can also be invited to attend for specific agenda items.

The BCTP will receive update reports from appropriate forums and officers.

All decisions made by, or on behalf of, the Partnership shall be in accordance with the following principles:

- The improvement of outcomes for adults and children in West Berkshire and improved quality of life for the residents of, and visitors to, West Berkshire
- Addressing the Partnership's strategic priorities and ensuring effective partnership response to improve outcomes for local residents; this will include reducing the incidence and impact of crime, anti-social behaviour, substance misuse and re-offending within West Berkshire and to promote the development of safe and strong communities
- Compliance with financial regulations and/or conditions imposed by any funding body or organisation
- Proportionate and reasonable decision making based upon the information available at the time any decisions are made, having due consideration for ethical and legal responsibilities of the members of the BCTP
- The promotion of equality and the addressing of issues of diversity

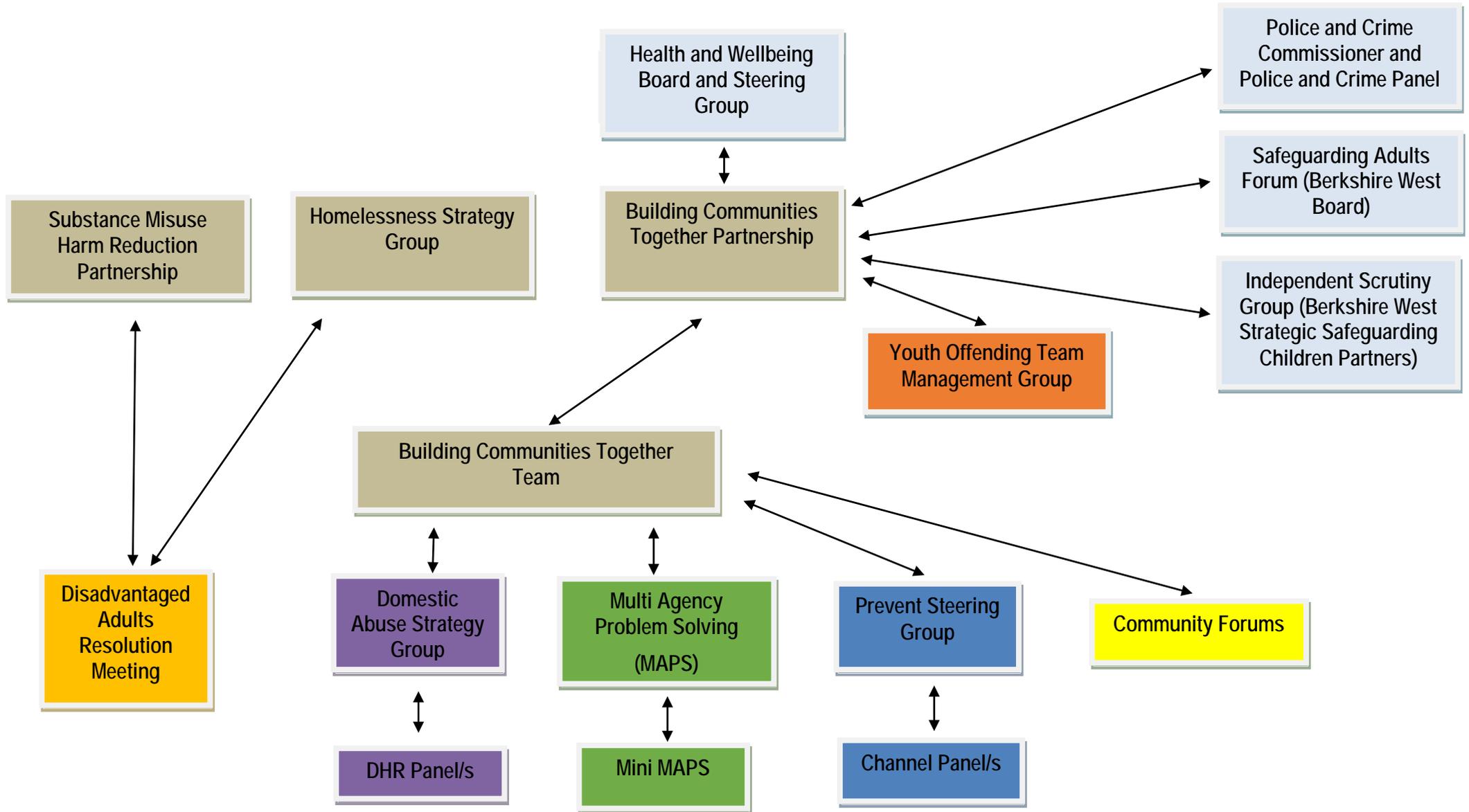
All decisions made by the Partnership shall, in accordance with the provisions of these Terms of Reference, be arrived at in a fair, democratic and transparent manner.

Crime – Vulnerability – Safeguarding

Nationally and within West Berkshire the nature of crime and its impact on the community has changed significantly over time. Crime is often more 'hidden' with the most vulnerable individuals within our community targeted through organised crime networks.

Protecting vulnerable individuals, and reducing crime, requires the collaboration of a range of partner agencies and importantly the effective engagement of communities.

Building Communities Together Partnership – June 2019



West Berkshire Health and Wellbeing Board

West Berkshire Health and Wellbeing System Governance

