

PARTNERSHIP AGREEMENT

North Wales Safer Communities Board

May 2012, Version 8

1. Introduction

- 1.1. This document is a partnership agreement for the North Wales Safer Communities Board (NWSCB). For the purpose of this document the North Wales Safer Communities Board will be referred to as the NWSCB hereafter.

2. Legislative Base

- 2.1. The purpose of the North Wales Safer Communities Board will be to provide strategic leadership to meet nationally and regionally driven priorities for community safety and to meet the priorities of the regionally/locally produced strategic needs assessments. The NWSCB will have a threefold role and terms of reference: Community Safety; Youth Justice; Criminal Justice.
- 2.2. The formation of the NWSCB is supported by the Home Office, the Welsh Government and national partners. It originates from the Regional Partnership Review commissioned by the North Wales Regional Leadership Board. The NWSCB will oversee the strategic and commissioning duties of the local Community Safety Partnerships (CSPs) and Youth Justice Boards (YJBs).
- 2.3. A summary of the main duties and responsibilities that the NWSCB will be expected to fulfill are outlined in Appendix 1.¹

3. Term and Commencement

- 3.1. **Period of Appointment:** The purpose, remit and function of the Board will be reviewed on an annual basis, or as necessary should any changes to its constitution and terms of reference be required to comply with the wishes of its constituent bodies, national policy or legislation or the direction of regulatory bodies/ agencies.
- 3.2. **Commencement:** The first meeting of the NWSCB will be held at the earliest point during the new municipal year and no later than July 2012.

¹ To be completed once the draft of the terms of reference are agreed.

4. Function of the NWSCB

- 4.1. The NWSCB will provide strategic direction for the exercise of the Community Safety and Youth Justice functions across the region. The NWSCB, whilst promoting consistency of policy objectives, consistently high performance, and the shared use of expertise and resources across the region; will recognise sub-regional and local differences in need and priorities as evidenced by regional strategic needs assessment.

5. Aims and Objectives

- 5.1. The aims of the NWSCB will be to promote consistency of outcomes across in the region; to promote consistency of policy and practice; to achieve consistently high standards of performance; to promote the collaborative and shared use of expertise and resources across the region in the interests of efficiency, economy and effectiveness in the fields of Community Safety and Youth Justice. The NWSCB aims to influence the provision of Criminal Justice Services in North Wales.

- 5.2. The objectives of the NWSCB will include:-

- Reducing bureaucracy and formality through streamlining strategic and operational functions.
- Identifying shared and/or common priorities
- Acting as a lobbying group to influence the Welsh Government, Home Office and Local Policing Body.
- Establishing a common and consistent framework for strategic, tactical and operational delivery at regional, sub-regional and local levels.
- Facilitating and encouraging regional working in the interests of public value.
- Providing a more efficient and consistent service in contributing to reducing crime and disorder and improving the criminal justice services in North Wales.

6. Partnership Principles / Procedure of Cooperation

- 6.1. The development of an effective and impacting NWSCB will require effective partnership working, cross-agency communication, and the full and ready involvement of the statutory agencies.

- 6.2. The principles to be set for the constituent bodies which will make up the partnership are:-

- **Commitment** - Of time, energy, influence, contacts and resources to support the work of Partnership. Putting the interests of the NWSCB before those of individual agencies.
- **Openness** - Transparency and openness.
- **Respect** - Recognition of the value that each partner brings to the

Partnership

- **Equality** - Equality between partners and in services across the region.
- **Modernisation** - Openness to re-design and rationalise planning and service delivery.
- **Innovative** - Willingness to innovate and to be creative and risk-taking.
- **Flexibility** - Willingness and ability to understand others' perspectives and adapt current practice where there is mutual benefit.
- **Integration** - Avoiding duplication of effort and work towards achieving common aims and objectives.
- **Accountability** - Will be accountable to stakeholders within agreed procedures.
- **Communication** - All partners recognise their responsibility for disseminating information from the NWSCB and feeding in views of their constituent organisations.
- **Information Sharing** - Information will be readily shared in accordance with our agreed Information Sharing Protocol (refer to section 16 of this agreement).
- **User Focussed** - The focus of services and activities will be primarily on responding to the needs of individuals and communities.

6.3. All members (and their organisation) of the Partnership should also sign up to the following:

- Be demonstrably committed to the Partnership.
- Recognise and accept the need for Partnership.
- Have a clear understanding of the role and responsibility of each agency.
- Contribute to the development of a clear and explicit vision of working which is agreed by all partners and which has realistic, measurable and attainable outcome-based aims and objectives.
- Have commitment to and ownership of a common strategic agenda.
- Agree to equity and respect between partners to enable the creation and maintenance of Trust.
- Contributes to the effective inter-agency Partnership Working arrangements.
- Monitor, measure and learn from experience.

7. Governance

7.1. The Board will be appointed as a Board without formal decision making powers or statutory functions by mutual consent (not a Statutory Joint Committee).

7.2. This will require formal agreement of all statutory partners to the Board to the constitution, the terms of reference and the Partnership Agreement. The constituent bodies will make appointments to the Board (annually or for longer terms of office as desired) according to their constitutions. The constituent bodies will be invited to make appointments at the first annual general or other meeting from May 2012.

- 7.3. Provision will be made for Welsh language translation facilities at Board meetings. Documents and reports produced by the Board for the public domain will be bi-lingual.

8. Membership and Terms of Office

- 8.1. The NWCSB will be made up of agencies and organisations which provide services to community safety, youth justice and criminal justice partnerships in North Wales.
- 8.2. The Chair will be nominated and agreed by the Board and will be elected on an annual basis.
- 8.3. The membership of the Board will comprise the following:
- i. Formal members: Formal members are defined as representatives from the statutory partner agencies, as listed in the Crime and Disorder Act 1998. Elected members appointed will be expected to have sufficient seniority and experience; officers appointed will be at an appropriate level of seniority to similarly make decisions on behalf of their organisations. Appointees, whether elected members or senior officers, will have full voting rights. The statutory organisations identified by the Crime and Disorder Act 1998 are:
 - Local Authorities Police
 - Police Authority
 - Probation Service
 - Fire Service
 - Local Health Board
 - ii. Standing Professional Advisors: Advisors will be identified to join the Board to provide specialist advice to members. They will not have full voting rights.
 - iii. Co-opted Members: Co-opted members will be appointed to the Board as required. They will have full speaking rights but not voting rights.
- 8.4. All constituent partner representatives should have sufficient seniority within their organisation to make necessary resource and policy commitments. This requirement is not intended to compromise the independence and decision-making processes of the partner organisations;
- 8.5. Representatives of statutory partners, as defined by the Crime and Disorder Act 1998, should be of sufficient seniority to ensure that their organisation fulfil their statutory responsibilities.
- 8.6. Each of the region's local authorities will be required to formally

nominate an Elected Member to represent them on the Board. The other partners will be represented by officers with delegated powers from their respective organisations. Further detail relating to the formal membership is contained in Appendix 2, at the end of this document.

- 8.7. The Board will have the power to co-opt additional members as required.
- 8.8. Other partners may be involved from time to time on an ad hoc basis, by agreement of the Board. Such partners may take part in working arrangements, in subsidiary partnerships or provide advice. They are likely to have a degree of influence but will retain their independence.

9. Roles and Responsibilities

- 9.1. Members of the Board agree to discharge their roles as outlined in statutory guidance where applicable. They will share in decision-making processes and commit to contribute professional expertise, time, energy, influence (within own organisations and in other settings), contacts and resources. This includes adhering to partnership agreements and protocols.
- 9.2. The NWSCB will be responsible for the development and implementation of an overarching North Wales Community Safety Strategic Plan (in accordance with Home Office guidelines) which will be underpinned by sub-regional community safety plans where the statutory duties will remain. In doing so, it will:
 - Scrutinise, comment and make recommendations on relevant reports from partner organisations and plans from other strategic partnerships.
 - Commission research and request reports and information on relevant matters and produce its own reports and recommendations.
 - Where appropriate, establish strategic planning groups, ensuring a balance of membership, to consider specific issues and invite individuals with relevant skills, knowledge and experience to join such groups.
 - Nominate members to existing strategic planning groups, ensuring a balance of membership.
 - Commission advisors and experts to provide information, advice and guidance on issues.
 - Liaise and co-operate with other partnership groups in North Wales.
 - Make contact with peer organisations/partnerships in other counties (including England where appropriate).
- 9.3. The Board is responsible for co-ordinating strategic planning and giving advice and guidance to the sub-regional operational CSP's, and YJBs.

10. Reporting

- 10.1. The Board will formally report as a Strategic Board on progress to:

- The Police and Crime Commissioner, subject to guidance from the Home Office.
 - Home Office (as required)
 - Welsh Government (as required)
 - Youth Justice Board (as required)
 - Local Authority Overview and Scrutiny Committees
 - Statutory Regulators (as required)
- 10.2. The Board will report to the constituent partner organisations on a frequency to be agreed and at least annually. In addition Formal Board Members will report to their own appointing organisations using their own internal/local structures and constitution.
- 10.3. Reporting arrangements into the Board are described within the adopted performance management framework. This outlines reporting frequency and type of information required.

11. Meetings and Secretariat

- 11.1. The NWCSB shall meet at least three times per municipal year. Where extraordinary or additional meetings are required these will be agreed by the Chair.
- 11.2. Board members are expected to contribute to meetings in line with the principles within the adopted “Procedure for Cooperation”. Participation in meetings of the NWSCN will be restricted to Members of the Board and other invitees as appropriate.
- 11.3. Declarations of interest must be disclosed prior to each meeting.
- 11.4. Substitute members shall be appointed as named deputies by respective organisations.
- 11.5. The Quorum will be fifty percent of the number of formal members (as set in 8.3 above) or nominated deputies.
- 11.6. A lead authority will be appointed by mutual agreement to service the NWSCB.
- 11.7. Responsibility for servicing meetings will be provided by a lead authority. This is to include production of notices of meetings, agendas, reports and minutes

12. Forward Work Programming and Risk Management

12.1 A Forward Work Programme will be published by the NWSCB.

12.2 A risk register will be set and managed by the NWSCB.

13. Collaboration and Funding Opportunities

13.1 The Board will not have formal powers over commissioning and pooling of budgets at the outset. The Board could fulfil a regional commissioning function at a later date with the agreement of constituent partners. Given the planned changes to commissioning arrangements at the time of writing with, for example, the imminent election of police commissioners with commissioning powers for police force areas, the potential for such a role for this board is unclear.

13.2 At the appropriate time, Board members will agree the framework for the management of pooled funds and resources. This could include consideration for the following:

- Process for commissioning services, including identification of lead authorities for different services.
- Method of pooled funding.
- Processes for financial control and monitoring within and between partnerships.
- Sharing of human and other resources to enable the partnership to operate effectively.
- Standing orders and financial regulations.
- Accountable structures for auditing.

14. Partnership Assessment and alteration of the Partnership Agreement

14.1. This Partnership Agreement will be reviewed at close of its first year (May 2013) and thereafter at the start of each strategic planning period (currently every 3 years).

15. Exiting of Involvement with the Partnership

14.1 No formal mechanism yet adopted. The NWSCB will need to specify the procedure, and consider the statutory requirements, if applicable.

16. Community Involvement and Equality

- 16.1. The North Wales Community Safety Strategic Plan should reflect the views, where possible, of stakeholders and the general public.
- 16.2. An Equality Impact Assessment will be undertaken during the process of developing the regional Community Safety Strategic Plan.

17. Information Sharing

- 17.1. All partners will adhere to the framework set out in the 'North Wales Community Safety Chief Officer Strategic Group Protocol and Procedure for the Exchange of Information', until such time as the NWSCB is in a position to develop its own protocol.²

² The purpose of the Protocol is to facilitate the exchange of information pursuant to the power contained in Section 115 of the Crime and Disorder Act 1998. Where certain conditions are satisfied, Section 115 enables any person to disclose information for the purposes of any provision of the Crime and Disorder Act 1998 to a relevant authority, or to a person acting on behalf of such an authority. Section 17A of the Police and Justice Bill 2007 strengthened the 1998 Act by placing a duty on responsible authorities within the CSP to share depersonalised aggregate data which would be in the interest of preventing crime, disorder, misuse of drugs, alcohol and other substances, anti-social behaviour and behaviour adversely affecting the environment. This duty will only apply to information already held by the responsible authority in a depersonalised and aggregate format

Appendix 1: Main Duties and Responsibilities of the NWSCB

To be formally agreed after first meeting of the NWSCB

Appendix 2: Membership of the NWSCB

Formal members: Formal members are defined as representatives from the statutory partner agencies, as listed in the Crime and Disorder Act 1998. The Elected Members appointed will be expected to have sufficient seniority and experience; officers appointed will be at an appropriate level of seniority to similarly make decisions on behalf of their organisations. Appointees, whether elected members or senior offices, will have full voting rights. The statutory organisations identified by the Crime and Disorder Act 1998 are:

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- Probation Service
- Fire Service
- Local Health Board

Standing Professional Advisors: Advisors will be identified to join the Board to provide specialist advice to members. They will not have full voting rights.

Co-opted Members: Co-opted members will be appointed to the Board as required. They will have full speaking rights but not voting rights.

All constituent partner representatives should have sufficient seniority within their organisation to make necessary resource and policy commitments. This requirement is not intended to compromise the independence and decision-making processes of the partner organisations.

Representatives of statutory partners, as defined by the Crime and Disorder Act 1998, should be of sufficient seniority to ensure that their organisation fulfil their statutory responsibilities.

Each of the region's local authorities will be required to formally nominate an Elected Member to represent them on the Board. The other statutory authorities will be represented by officers with delegated powers from their respective organisations.

The Board will have the power to co-opt additional members as required, and should consider the representation of other major partnerships in the area.

Table 1: Composition of Membership

Organisation	Number of representatives	Elected Member/ Officer Member/ Advisory Member
Anglesey County Council	1	Elected Member
Conwy County Borough Council	1	Elected Member
Denbighshire County Council	1	Elected Member
Flintshire County Council	1	Elected Member
Gwynedd County Council	1	Elected Member
Wrexham County Borough	1	Elected Member

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Council		
Police and Crime Commissioner Representative	1	To be determined
North Wales Police	1	Officer Member
North Wales Fire and Rescue	1	Officer Member
Betsi Cadwaladr University Health Board	1	Officer Member
Wales Probation	1	Officer Member
Lead Chief Officer Advisor	1	Advisory Member
Specialist Advisors: Community Safety Youth Justice	6	Advisory Member