



COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE

Committee Report

Public

Date of Meeting: 30th March 2006

Title: CDRP CONSTITUTION

Report of: Director of People, Policy & Performance

Report reference: SP13.06

Summary:

The purpose of this paper is to inform the committee of the amendments made to the CDRP constitution. These amendments are a direct result of scrutiny of the CDRP constitution at the committee meeting on 12th January 2006.

Recommendations:

The committee are asked to agree the amendments made by the leadership group. To maintain the drive to complete the constitution the committee might consider setting the CDRP Leadership Group the challenge of producing a final version for tabling in June 2006.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1.0 CDRP CONSTITUTION

- 1.1 The CDRP Constitution was scrutinised by the committee on the 12th January 2006. The comments from the committee were fed back to the Leadership Group.
- 1.2 The result of further discussion during the Leadership Group Away Day (22nd February 2006) is a new draft of the constitution, which deals with the comments raised by the committee.
- 1.3 The new draft (version 5) is attached. It is tabled for agreement at the Leadership Group on the 23rd March 2006.
- 1.4 The comments from the committee are in bold italics; the response from the CDRP Leadership Group is immediately below.

- ***Membership – paragraph 2 states that there would be one representative from Cumbria County Council but there would in fact be two with one from the Carlisle Local Area Committee and one from the Eden Local Area Committee;***

The constitution retains two members from Cumbria County Council, one from each area committee. This will encourage greater engagement in the CDRP from this key partner.

- ***He advised the Committee that the Partnership would set a full year of meetings in order that these were in diaries at the start of each year;***

A diary for the remaining months of 2006 has been circulated.

- ***He had concerns about paragraphs 50 and 51 which referred to meetings being held in private. He thought that it would be better to have more openness and have a public part to the meeting and if necessary also a private part. He did not agree that every communication should be private and confidential and these should only be private and confidential, as necessary, but the overall emphasis should be on openness.***

These points have been removed and a new item 62 inserted. This item applies the standard procedure applied by local government. Only items considered exempt under Part 1 of Schedule 12A of the Local Government Act 1972 will be

marked not for publication. Any reports not for publication will clearly state the grounds for exemption.

(a) Monitoring Performance – paragraph 14 sets out the specific responsibilities of the Leadership Group, but there is no mention of monitoring performance and this is important and should be included.

The monitoring of performance is now a specific responsibility under item 20 for the Leadership Group.

The role of the task group chairs in performance management is spelt out in the terms of reference for the task group. These are presented in Appendix 3 and 4.

(b) Chairman – Paragraph 18 states that the Leadership Group may invite an independent person to be chairman. Whilst Members recognised the value of having an independent chairman, they stated that the Constitution should also clarify that it should be somebody who is suitable for the role.

The Leadership Group were satisfied with the current arrangements for chairing the CDRP.

(c) Openness and Accountability – a Member suggested that it would be beneficial to have proper minute taking by a Clerk at CDRP Leadership meetings with a rather than different people taking them each time.

The two district councils have made a commitment to provide a clerk whenever possible for future Leadership Group meetings.

The terms of reference for the task group provide the chairs with funds to organise secretarial support for their task group. These two changes will lead to greater consistency in minute taking across the partnership.

It was also suggested that people making applications for funding should be informed of when their applications would be considered and should be allowed to attend the meeting.

The terms of reference for the task group now clearly state that: “Contributions will be invited from interested parties as issues arise – these participants are not eligible to vote.”

(d) An annual report should be issued by the CDRP and an annual meeting held in order to be open to the public and encourage public participation and involvement.

The management team (previously referred to as executive group) has the task of producing an annual report and hosting a public meeting. (Item 32).

Members commented that under paragraph 25, the Executive Group should have a Secretary, Chairman and a Vice-Chairman, but there are only 4 people on that group and it was suggested that there should be more than 4 people on the Executive Group.

Paragraph 22 states that decisions will be by consensus or by a two thirds majority this would be difficult when there were only four people who could vote or could others who were occasionally permitted to attend the meeting also vote? Dr Gooding responded that he was not convinced that the Executive Group should be voting on anything.

The executive group has been removed as a tier of organisation (item 3). The management roles are identified in items 26-35. The team will not have any decision-making responsibilities. In summary the main function of the management team is to support the smooth running of the partnership.

Paragraph 25 also states that the Chairman of the Executive Group would be entitled to claim an honorarium if they are from the voluntary or private sector but this was queried particularly given that the Executive Group Members were all from the public sector.

The executive group has been removed.

(f) Non-attendance - Paragraph 48 states that should any representative failed to attend 4 consecutive meetings of the Leadership Group, the organisation nominating that representative shall be asked to submit a replacement representative. A Member suggested that instead of saying 4 consecutive meetings it may be more appropriate to set a timescale, for example, 6 months stating that if a representative failed to attend a meeting for 6 months, then another representative would be sought.

This revision has been included as item 57.

(g) Financial Information and Decision making - There was some concern at the lack of financial and other information being fed back to the Leadership Group. The Leadership Group did not seem to be receiving the information on the funding available, how it was being spent on specific projects and the outcomes of these projects. In the past, the Leadership Group had considered all applications for funding but this had been devolved to a smaller sub group which was appropriate at the time, but the Leadership Group never seemed to get any feedback on what was spent and on the outcomes. There also needs to be clearer feedback and information from the CDRP's Executive Group.

Items 46 – 50 identify the role of the task groups in funding. A finance report has always been a regular item on the Leadership Group agenda; this provides an overview of the CDRPs finances. The key is the feedback from the CDRP Chairs to the Leadership Group. The Leadership Group are expected to hold fellow members, especially the task group chairs, to account in relation to both performance and intervention activity. (Item 20)

(h) Frequency of meetings - The draft Constitution stated that the Leadership Group would meet every 2 months but recently it had been meeting monthly with meetings called at short notice and dates often changed.

The constitution only requires a Leadership Group meeting every two months. The recent pressures to improve the engagement of partners at the Leadership Group has led to additional meetings at short notice. It is likely that once the changes in the constitution have bedded in the Leadership Group will meet once every two months.

(i) Attendance of Members of the Press – A Member commented that there were some Members of the Press who are very enthusiastic and interested in the work of the CDRP and were keen to report the positive work being done, not just focus on negative points. In the past, the Press had been allowed to attend CDRP Leadership meetings but more recently the Press had not been informed of when the meetings were being held.

The CDRP Leadership Group meetings are open to the public but are not public meetings. The press are more likely to attend the task group meetings. This is the appropriate level to gain the detail on the crime, anti social behaviour and substance misuse reduction activities of the partnership.

(j) Roles and Responsibilities of different Groups - Members were still unclear about the constitutional roles of the Leadership Group, the Executive Group and Task Groups. They suggested that these needed to be more clearly set out. There was concern that the Executive Group, with only four people on it, had a lot of responsibility in determining spending on individual projects. Members suggested that the Leadership Group should make decisions on taking projects forward or rejecting them.

The leadership group make all the decisions on CDRP activity that is of a value greater than £1000. The amendments to both the constitution and terms of reference of the task groups strengthen the roles and responsibilities of the two tiers of the CDRP.

(k) Structure and Support arrangements - Members emphasised that they had general concerns about the overall structure of the CDRP and the way in which it operates. They suggested that there should be a proper structure put in place with sufficient support. It was not acceptable for meetings to be arranged at short notice, then rearranged if people could not attend. Dates of meetings for each year should be set in advance and the Leadership Group should seriously consider having proper support for arranging these meetings and for minute taking at meetings. Members emphasised that they were not criticising individuals involved but highlighted the structural problems within the CDRP.

The management team is the mainstay of CDRP support. All responsible authorities are now constitutional obliged to contribute time to the management team (Item 26). A full management team would ensure the smooth running of the CDRP.

(l) Members suggested that it would have been beneficial if more Members of the CDRP Leadership Group had been in attendance at this meeting to hear the comments and concerns of this Committee.

The future role of Community Overview and Scrutiny vis-à-vis Crime and Disorder Act 1998 Review will ensure attendance from the Leadership Group.

(m) Involvement of Local Members – There seemed to be an absence within the partnership of people who can reflect and report on what's going on in local communities and it is be really important to have that link through local Members.

Currently the CDRP has Carlisle member representation at the Leadership Group (Portfolio Holder) and the Drug & Alcohol Task Group (Councillor Doreen Parsons). Eden District Council have nominated members that represent Eden at each of the current five task groups.

(n) Communications – A Member suggested that there could be a larger role for the City Council's Communications section in promoting the work of the CDRP, as there were many positive projects that could be promoted with greater publicity.

The leadership group has identified the need for a mainstreaming of the communication of CDRP activity. This is now an action in the CDRP Improvement Plan, which will be discussed at the Leadership Group on 23rd March 2006.

(o) Cross-referencing of paragraphs - Some of the cross-referencing of paragraphs in the Constitution were incorrect and the document would need to be checked in detail.

A member of the management team has completed detail checking.

(p) The Council's Legal Section should be asked to comment on the draft Constitution.

The next steps for the CDRP constitution are:

- Agreement to the amendments at the Leadership Group meeting, 23rd March 2006.
- Request for comments from Carlisle City Council's Legal Section
- Agreement on comments at the Leadership Group meeting, 20th April 2006. Final version to be agreed at this meeting.
- Final version to be scrutinised by committee on 8th June 2006.

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20th March 2006

Director of People, Policy & Performance

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DRAFT CONSTITUTION
For agreement

CARLISLE AND EDEN CRIME REDUCTION PARTNERSHIP

1. The Carlisle and Eden Crime and Disorder Reduction Partnership (CDRP) is a Partnership established under the Crime and Disorder Act 1998 ('the Act') to:
 - Accept responsibility for the reduction of crime; disorder; anti social behaviour and substance misuse in Carlisle and Eden.
 - Bring together the authorities responsible for crime and disorder strategies within the Districts of Carlisle and Eden to enable them to act in co-operation in undertaking their functions.
 - Identify, through an audit of crime and consultation, the level and pattern of crime and disorder in Carlisle and Eden;
 - Formulate and implement a strategy to assist in reducing crime and combating substance or drug misuse in Carlisle and Eden; and
 - Monitor and evaluate those strategies.
2. The CDRP shall comprise one duly nominated representative of the following organisations being the responsible authorities and the bodies with which the authorities should co-operate under the Act:
 - Eden District Council
 - Carlisle City Council
 - Cumbria County Council x 2 (one each from Carlisle and Eden)
 - Cumbria Constabulary
 - Cumbria Police Authority
 - Cumbria Fire Authority
 - Primary Care Trust
 - Probation Board for Cumbria
 - Task Groups Chairs
 - One representative of the Cumbria DAAT (none voting member)
3. The CDRP shall operate through two tiers of responsibility:

Tier 1 – Leadership Group;

Tier 2 – Task Groups that are established to consider specific issues.

 - Both Tiers supported by the Management Team
4. The overall aims of the CDRP are to meet the statutory obligations of the Act and by reducing crime, disorder and drug misuse within the districts of Eden and Carlisle in line with reduction targets agreed with the Government Office for the North West¹.

¹ Targets set for Task Groups will be flexible reflecting local conditions.

The Leadership Group

5. The Leadership Group shall comprise one representative of each of the organisations referred to in paragraph 2 above – other than as identified (County Council)
6. Each member shall have a vote (other than as identified).
7. The Government Office for the North West shall be entitled to send an observer/critical friend to attend meetings of the Leadership Group and to speak at such meetings but not to vote.
8. The membership of the Leadership Group may be varied with the approval of the Leadership Group only by a two-thirds majority vote after consideration of a written application from the organisation wishing to join or a written report from the member proposing the variation. PROVIDED THAT any organisation which is a responsible authority under the Act, shall always be entitled to nominate a representative to the CDRP. Standing items on the agenda will be;
 - a. Performance
 - b. Strategy
 - i. Recent trends
 - ii. Programmes
 - iii. Policies
 - c. Task Group Feedback
9. The Leadership Group shall meet once every two month period or at such other times as may be agreed or determined by the Chairperson. Where possible any decision shall be made by consensus. Where this is not possible, decisions shall be by a simple majority of those present and voting.
10. A common decision making criteria for use at all levels of the partnership shall be agreed following adoption of the Constitution and be available for scrutiny by the public.
11. Initiatives will flow through Task Groups utilising an agreed framework that clearly supports achievement of the Strategies objectives.
12. Once agreed by the Task Group, the Leadership Group will approve project start up when reassured that the agreed criteria has been met.
13. Representatives must take responsibility for activity of the partnership between Leadership Group meetings, ensuring activity is driven and that they remain informed through personal knowledge and informal briefings
14. Performance data will be a fixed item, which together with current intelligence will drive prioritisation of activity.
15. An officer of any of an organisation referred to in paragraph 2 shall be entitled to attend meetings of the CDRP.
16. A duly nominated representative of an organisation referred to in paragraph 2 may appoint another person who may be an officer to act as his/her substitute at any meeting of the CDRP.

17. A quorum of the Leadership Group shall be one half plus one of the total membership of the Leadership Group. If a quorum is not present within fifteen minutes of the scheduled start time of the meeting, the business for that meeting shall be deferred to such date, time and place as may be determined. Notice of that date, time and place shall be given to all bodies representatives as soon as reasonably possible.
18. At the first meeting following the adoption of this Constitution, the Leadership Group shall elect a Chairperson and Vice-Chairperson who shall remain in office for a maximum of 3 years, and be reviewed annually.
19. The key role of the Leadership Group is to provide the overall direction for the Partnership and the development and implementation, by all partners, of the Crime and Disorder Reduction Strategy, which sets out a shared vision for the reduction of crime and disorder and the misuse of substances or drugs.
20. The specific responsibilities of the Leadership Group are to:
 - Set the overall strategy for the CDRP and to secure partnership commitment and action to deliver that strategy;
 - Develop and implement a Crime and Disorder Reduction Strategy for both districts in accordance with the Act, identifying and delivering the most important priorities, monitoring progress and keeping the strategy up-to-date;
 - Bring together plans, partnerships and initiatives to provide a forum through which mainstream service providers can work effectively together to meet local needs and priorities.
 - Promote dialogue between partners and avoid conflict; and
 - Work with each District Council, in consultation with Government Departments, to develop local Public Service Agreements (PSAs) – targets for the improvement of services reflecting both national and local priorities.
 - Monitor the financial allocations to and resources of the CDRP to ensure that they are properly spent generally and through the two other tiers.
 - Monitor the strategy for the CDRP
 - Monitor the activities of the two other tiers of responsibility to consider and approve their actions if appropriate and ensure that they are acting in accordance with their spheres of responsibilities and functions.
 - Agree Task Groups
 - Nominate Task Group Chairs
 - Periodically review Task Group membership to ensure the right people are in attendance
 - Delegate exception management of the Management Team to a nominated Leadership group member.
 - Set Target and monitor the performance of Task Groups – evidencing the effects of project
 - Agree Tolerance levels for projects, including Time and Cost
 - Promote and evidence examples of giving and receiving good practice, both internally (e.g: Task Groups), and externally (e.g: 'family' members).
 - Display a thorough commitment to communicating the work of the CDRP through a specific strategy which includes both a commitment to, and evidence of, direct consultation with the community
 - Hold fellow members to account in relation to both performance and intervention activity

Terms of reference are attached at Appendix One?

21. Each Partner recognises that it is the intrinsic right of any Partners to set its own sector and/or organisational priorities and budgets but, in doing so, it is expected that it will have due regard to the priorities and strategy established by the CDRP.
22. The Leadership Group shall review its constitution and its membership by January 2008 and thereafter at least once every three years to ensure that it is effective and appropriate.
23. The Leadership Group may invite any person or body to attend its meetings.
24. The Leadership Group may invite an independent person to be its Chairperson.
Terms of reference are attached at Appendix Two?
25. The Leadership Group may establish a committee or sub-committee drawn from its membership to consider specific issues or deal with urgent matters of business provided that any such committee or sub-committee includes one representative from Eden District Council, Carlisle City Council, Cumbria County Council and Cumbria Constabulary.

Management Team

26. The Management Team shall comprise one officer from each of the following;
 - Eden District Council
 - Carlisle City Council
 - Cumbria Constabulary
 - County Council Neighbourhood Development Office
 - Fire Service, together with
 - The ASB Co-ordinator.
 - In addition, representatives of other Partners shall attend any meeting of the Management Team where the subject matter of the meeting relates to any of those organisations or bodies.
 - Representatives from Fire Service and Neighbourhood Development Office need to be identified!
27. The CDRP, but principally the Management Team, will utilise Neighbourhood Forums to engage with communities, and promote CDRP activity.
28. The membership of the Management Team may be varied with the approval of the Leadership Group only by a two-thirds majority vote after consideration of a written application from an organisation wishing to join or a written report from the member proposing the variation.
29. The Management Team shall meet fortnightly or as the occasion requires.
30. Any representative unable to attend a meeting may send a nominee in his/her place.
31. The key role of the Group is to manage the work programmes and action plans of the CDRP and to deal with all day-to-day issues.
32. The specific responsibilities of the Group are to:
 - Progress the work programme of the CDRP;
 - Monitor the performance of the programme activities, with special emphasis on National targets and outcome-based working and reporting;
 - Develop the agenda and business for meetings of the Leadership Group

- Co-ordinate the work of the Task Groups.
- Act in accordance with the directions of the Leadership Group.
- Undertake the day to day activities of the CDRP.
- Report back to the Leadership Group when necessary or appropriate
- Produce annual report and arrange public meeting

33. As part of its reviews under paragraph 14 above, the Leadership Group shall review the membership of the Management Team.
34. The members of the Management Team shall ensure that they communicate regularly with each other on their responsibilities and functions.
35. Meetings of the Management Team may be informal. All meetings of the Management Team shall be documented in writing to identify what actions or decisions have been taken or agreed.

Task Groups

36. The Leadership Group shall establish such Task Groups as it considers appropriate with specified terms of reference, composition, powers and authority. The Task Groups will report to each meeting of the Leadership Group on performance and particularly on any National or outcome-based targets.
37. Task Groups shall be able to co-opt persons having expertise appropriate to the terms of reference of that Group
38. Partner organisations shall commit 'officer' time to Task Groups as is necessary to progress their activities
39. Task Groups will work within agreed Tolerances (Time and cost) as set by the Leadership Group
40. Task Group chairs will assess the training needs of Task Group members and promote continuous training
41. Any representative unable to attend a meeting may send a nominee in his/her place.
42. A quorum of the Group shall be one half plus one of the total membership of the Group.
43. If a quorum is not present within fifteen minutes of the scheduled start time of the meeting, the business for that meeting shall be deferred to such date, time and place as may be determined. Notice of that date, time and place shall be given to all representatives as soon as reasonably possible.
44. Each Task Group may, as part of its remit, promote projects to achieve its terms of reference in accordance with the following section of this constitution.
45. A Task Group will be established to carry out specific activities that are identified by the Leadership Group by reference to the current or emerging strategy for the CDRP.

Chairpersons terms of reference are attached at Appendix Three.

Task Group terms of reference are attached at Appendix Four

Project Funding

46. Funds available to the CDRP will be used to support projects or purposes which achieve one or more of the objectives of the CDRP. (Funding will not be given to support mainstream activities of existing organisations).

47. Projects submitted for funding must meet the following criteria:

- Evidence baseline data, outputs, outcomes and preventative measures, any substance misuse and crime and disorder reduction targets;
- Accord with the Carlisle and Eden Crime Reduction Strategy;
- Identify a lead partner to be responsible for the application and delivery of the project. The lead partner must have financial accounts drawn up and audited annually; and
- Not contain any retrospective funding.
- The application must follow project management principles and managed accordingly.

48. The relevant Task Group will normally consider projects from external organisations in the first instance, before a recommendation is made to the Leadership Group. Applicants may be invited to attend meetings where their application is heard. This will be at the Task Group Chairs discretion.

49. In determining applications for funding, the Leadership Group will take into account the allocation for each district from GONW and will generally match applications to such allocations although the Leadership Group may not do so in circumstances where an application will substantially promote the Carlisle and Eden Crime Reduction Strategy and the objectives of the CDRP.

50. The Leadership Group shall determine conditions on which funding will be provided including matters relating to the management of the project and the funding.

General

51. A person chosen to be a representative of his/her organisation should have the following abilities:

- A genuine strategic district wide view;
- To develop a good knowledge of a district, in all aspects, in order to effectively represent the organisation;
- To have an inclusive concern for all citizens in a district, especially the marginalised and disadvantaged;
- To speak with authority for the organisation and sector;
- To exert influence within the own organisation in order to shape decisions, commit resources, adjust priorities and deliver the necessary changes to front-line service delivery;
- To champion and communicate the work of the CDRP throughout his/her sector, its partnerships and/or organisations;
- To work in collaborative partnership with a range of partners from different sectors and organisations; and
- To endeavour to attend Partnership meetings and training and other events and participate fully in them.

52. All representatives will seek to act co-operatively, act in good faith at all times, be open and honest, value others contributions and learn from each other in seeking to achieve the objectives of the CDRP.

53. In order that a representative can genuinely contribute on behalf of their sector, he/she must engage in two-way communications with other organisations within their sector on the key issues being discussed by the CDRP, so that the views expressed at meetings are fully representative.

54. Representatives must also report back to their organisation and other organisations within their sector on key decisions taken by the CDRP to ensure that as many organisations as possible are engaged in the business of the CDRP.
55. In particular, minutes of CDRP Leadership Group meetings will be distributed to District Authority Overview & Scrutiny Committees and Council Area Committees.
56. Any representative may resign by giving written notice to the Chairmen of the Leadership and Management Teams and to the organisation the individual represents on the CDRP. That organisation will determine a new representative as soon as possible and give notice of any new appointment as soon as possible to the Chairmen of the Leadership and Management Teams.
57. Should any representative fail to attend less than half the meetings of the Leadership Group in a six month period, the organisation nominating that representative shall be asked to submit a replacement representative.
58. A diary of meetings will be published six months in advance.
59. Group members are expected to submit apologies where unable to attend. An attendance register will be maintained.
60. Each representative undertakes not to publicly criticise the functions or decisions of the CDRP, and support the overall aims and objectives of the Strategy.
61. A representative undertakes to treat as 'private and confidential' any correspondence or reports received from other members of the CDRP, whether verbally, in writing or electronically, and marked as 'private and confidential'. He/she will not copy or pass on the contents of such communications to any third party without the permission of the originator of the correspondence or report.
62. **Insert here what parts of meetings area public and what are private, following advice from Local Authority – SO following up – 6.3.06.**
63. In order to facilitate confidential debate and to protect commercial confidentiality, meetings of the Leadership, Executive and Task Groups may be held in private and not be open to the public.
64. The financial year of the CDRP shall be 1st April in each calendar year to the 31st March in the following year.
65. Any amendment to this constitution may be made by resolution passed by a simple majority of those present and voting at a meeting of the Leadership Group. The proposed amendments must be the subject of a written report explaining the reasoning for the changes and this must be circulated to all representatives prior to the meeting at which it is to be discussed. Any amendment must provide for the better working of the CDRP.
66. Eden District Council shall hold the moneys allocated to the CDRP in an account or accounts for the purposes of the CDRP in accordance with good accounting practices which are applied within Local Government and make and maintain any returns to the Government Office for the North West. A report upon the finances of and moneys allocated to the CDRP will be made regularly and at least one in each year to the Leadership Group.

Appendix 3

Terms of reference for: Chairperson of ????????? Task Group

Reporting to: Carlisle and Eden CDRP Leadership Group

Responsibilities

Servicing the Task Group

- Ensuring that meetings of the Task Group are arranged.
- Ensuring that the minutes of the Task Group are recorded and circulated at least one week before meetings.
- Ensuring that any papers or reports to be considered by the Task Group are to be circulated one week before meetings.

Monitoring

- Ensure that the Task Group receives regular reports about the progress of initiatives from members of the group
- Ensure that the Task Group assesses the performance of member agencies against the group's action plan
- Ensure that remedial action is taken where milestones or targets are not being met.

Training and support

- Task Group chairs will assess the training needs of Task Group members and promote continuous training

Communication

- Act as the spokesperson for the group in any dealings with the press and media.

Reporting to the Task Group

- Report to the Task Group about issues and developments raised by the Leadership group.

Reporting to the Leadership Group

- Act as the principal liaison between the Task Group and the Leadership group
- Report to each Leadership Group meeting about progress against the action plan, and performance targets.
- Report to the Leadership group about training and support needs of the Task Group

Appendix 4

Terms of reference for: ?????????Task Group.

Responsibilities

To ensure that co-ordinated action is taken to address ????????????? issues in the Carlisle and Eden Council areas.

Drivers

- 2005/2008 Strategy, directed by the leadership group.
- National Intelligence Model (NIM) priorities and Control Strategy

Planning & review

- To devise an action plan with clear milestones and targets
- To review and amend (where necessary) the action plan (project activity & performance) on a regular basis to ensure that it takes account of emerging issues and trends

Performance management

- To ensure that the action plan is delivered.
- To monitor the performance of the Task Group against agreed milestones and targets, for projects and initiatives.
- To monitor the BCS Comparator data for the Task Groups area of responsibility
 - **Acquisitive Crime Task Group** – *Theft from a motor vehicle / Burglary dwelling / Vehicle taking / Theft of pedal cycles / Theft from the person / Vehicle Interference*
 - **Violent Crime Task Group** – *Other wounding / Common Assault / assault Police / Robbery / Wounding Endangering Life*
 - **Anti Social Behaviour and Criminal damage Task Group** – *Damage to vehicles / Damage to dwellings / Damage to other buildings / other damage / Arson*
 - **Drug and Alcohol Task Group** - *(whilst ownership of BCS Comparator crimes rests with other groups, this Task Group will be required to demonstrate their contribution towards achievement of CDRP objectives in these crime categories).*
- Group to meet every six weeks.
- Chair to provide secretarial support
- The chair may receive an Honorarium of £1,000 per annum², AND, £1,000 for management / administration costs.

Training and support

- Task Group chairs will assess the training needs of Task Group members and promote continuous training
- Members will endeavour to attend Partnership meetings and training and other

² Payable only to non public sector workers

Not protectively marked
events and participate fully in them.

Communications

- Identify and use opportunities for publicising achievements of the group and its members.
- Details of activity should also be relayed to relevant partner organisations through group members to promote partnership awareness and reduce potential duplicity.

Reporting

- To provide regular reports via the Chairperson of the Task Group to the CDRP Leadership Group.
- The Chairperson will be expected to communicate with other Task Group Chairs to ensure coordinated activity, and avoidance of duplication.

Data and Information

- To share data and information amongst the Task Group and with the Management Team in order to improve the targeting and delivery of initiatives and services
- To identify opportunities to improve data collection and analysis

Funding

- **Projects initiated by the CDRP in previous strategies will be owned and managed by Task Group.**
- An allocation may be made to all Task Groups at the commencement of a financial year. This allocation will be managed by the Task Group, and will be determined according to available funding.
- Task Groups will allocate funds relevant to their action plans.
- The CDRP fund manager [EDC] will retain funds, with invoices for projects being directed to that organisation.
- Where projects are identified through problem solving / action plans, the Task Group will seek alternative funding sources when not available from the CDRP.
- Task Group members have a responsibility to inform their host organisations of responses emanating from Problem Solving Exercises, and encourage budget holders therein to timetable implementation of relevant activity. The Task Group will monitor such activity and report progress to the CDRP Leadership Group³.

Membership of the group

Members

- Members will undertake to attend meetings of the Task Group on a regular basis.
- Members will report on a regular basis to the group on progress in delivering their contribution to the action plan.
- Contributions will be invited from interested parties as issues arise – these participants are not eligible to vote.

Decision making

- Where possible the group will make decisions by consensus, if this is not possible,

³ Chair of the Task Group member of the Leadership Group

Not protectively marked

decisions will be agreed by simple majority [members only].

- A meeting will be regarded as quorate if three or more members (from different agencies) of the group are present.
- The Chairperson of the group will have a casting vote.