



- Other Chief Officers  .....
- District Councils  .....
- Health Authority  .....
- Police  .....
- Other Bodies/Individuals  .....

**FINAL DECISION NO**

**SUGGESTED NEXT STEPS:**

Details to be specified

- Further consideration by this Committee  .....
- To Council  .....
- To Cabinet  .....
- To an O & S Committee  .....
- To an Area Committee  .....
- Further Consultation  .....

## Agenda No

### Stratford On Avon Area Committee - 19 September 2007.

#### Nomination of Member Representative to the Merged South Warwickshire CDRP

#### Report of the Strategic Director for Performance and Development

##### **Recommendation**

That Members nominate a representative to attend the merged South Warwickshire Crime and Disorder Reduction Partnership.

#### **1 Background**

In July 2007, following consultation with both Stratford and Warwick Area Committees which took place in November 2006, Cabinet approved the submission to Government of proposals to merge the Crime and Disorder Reduction Partnerships (CDRPs) for Warwick and Stratford to form a new South Warwickshire CDRP. It is anticipated that the new CDRP, if approved by Government will come into being from April 2008. As part of the preparation for implementation, the merged CDRP is already operating in 'shadow' form. This report requests that the Area Committee formally nominate a member to be part of this body.

#### **2 The Governance Arrangements**

The agreed governance document for the merged CDRP is attached as Appendix 1 to this report. Members will note that Warwickshire County Council has, in effect, three nominations to the Strategic Member Board.

As Fire Authority, WCC is invited to nominate the portfolio holder for community protection to the board. Members may wish to note that the recently issued Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 require the relevant portfolio holder to be a member of CDRPs for District and Unitary Council, so this proposal is in line with national guidance.

In addition each of Stratford and Warwick Area Committees is invited to nominate one representative to the board.

It is suggested that this nomination be for the remainder of the term of the shadow body and the first fourteen months of operation of the merged body, should the merger proposals be approved. This will mean that the representation would be reviewed along with all other nominations to outside bodies following the next County Council elections in May 2009.

### **3 Recommendation**

That Members nominate a representative to attend the merged South Warwickshire Crime and Disorder Reduction Partnership.

DAVID CARTER  
Strategic Director for  
Performance and  
Development

Shire Hall  
Warwick

6 September 2007

## Governance and Structure of the Merged CDRP – final draft

### Introduction

The South Warwickshire CDRP (designate) has piloted the governance and structural arrangements in shadow form for over six months. The arrangements have been reviewed and revised proposals agreed by the board and submitted to Government Office as part of the application.

Put simply these governance proposals give:

- a Strategic Member Board which sets strategic direction at 6-monthly meetings
- a Responsible Authorities Executive Group which translates that at quarterly meetings into direction for the Operational Delivery Group, and maintains an overview of progress towards targets, again, directing corrective action as appropriate
- an Operational Delivery Group, meeting monthly, keeping a much closer eye on trends and patterns, and involving all agency representatives involved in delivery (not just the responsible authorities)

More detail on membership, role and function of the levels follows. (The numbering reflects the numbers in the relevant 'boxes' on the structure chart at the end of this paper).

### 1. Strategic Member Board

#### 1.1 Role and responsibilities

This is the Member Board giving high-level strategic direction and is responsible for:

- Receiving the 6-month Partnership Strategic Assessment
- Setting the strategic priorities for the following 6 months
- Setting a control strategy
- Directing the work of the CDRP Responsible Authorities Executive Group
- Receiving exception reports on progress towards overall CDRP strategic targets
- Continuous improvement of Partnership performance

1.2 In order to facilitate the achievement of the above, meetings will operate as follows:

- *Frequency & Timing* – meetings will take place at least twice a year, the timing dictated by the production of the Partnership Strategic Assessment. Agenda, and papers will be sent out at least one week prior to the meetings. The venue will alternate between Stratford and Warwick.
- *Chair* – the Chair shall be nominated by the Member Group and serve for a minimum of one year, with re-elections held annually. It is suggested that the Chair could rotate between the portfolio holders from the county and the two districts.
- *Vice Chair* - the Vice Chairs shall be the other two portfolio holders.
- *Membership* – membership shall be as follows:

- 2 elected members from Stratford-on-Avon D.C.
- 2 elected members from Warwick D.C.
- 2 elected members from Warwickshire C.C. (1 from each Area Committee)
- 1 Warwickshire Fire Authority representative
- 1 Police Authority representative
- 1 Primary Care Trust representative
- 1 Probation Board representative

Officer support which may include:

Chair or Vice-Chair of the Responsible Authorities Executive Group  
officer representatives as needed from:

- Police
- WCC
- SDC
- WDC
- Fire & Rescue
- Health
- GOWM
- Analyst(s)

## 2. Responsible Authorities Executive Group

### Role and responsibilities

This is the officer Responsible Authorities Executive Group responsible for:

- Supporting the Strategic Member Board in its role
- Directing and commissioning the Operational Delivery Group to carry out intelligence-led action planning approaches based on the control strategy priorities agreed at the Member Board as a result of the findings of the Partnership Strategic Assessment
- Receiving a quarterly analysis of recorded crime and quarterly reports on progress towards strategy targets to maintain an oversight of progress and directing corrective action as appropriate
- Receiving detailed hot-spotting and trend analysis on the strategic priorities agreed at the Member Board

2.2 In order to facilitate the achievement of the above, meetings will operate as follows:

- *Frequency & Timing* – meetings will be quarterly, timing dictated by timescales for the production of the Partnership Strategic Assessment, to be considered by the Member Board. Agenda and papers will be sent out at least one week prior to the meetings. Venues will alternate between Stratford and Warwick.
- *Chair* - the Chair shall be nominated by the officers present and serve for a minimum of one year, with re-elections held annually.
- *Vice Chair* – the Vice Chair shall be nominated by the officers present
- *Membership* – membership shall be a senior officer representative from each of the Responsible Authorities as follows:
  - Stratford-on-Avon District Council
  - Warwick District Council
  - Warwickshire County Council
  - Warwickshire Police
  - Primary Care Trust
  - Fire & Rescue

Additional officer support to include:

- Partnership support officer(s)
- Others co-opted as required e.g. Community Safety Analyst

### 3. Operational Delivery Group

#### 3.1 Role and responsibilities

This is the group responsible for:

- Receiving direction from the Responsible Authorities Executive Group (RAEG) on what action planning is required
- Responsibility for carrying out the joint-agency action planning process, including harnessing agency ownership, and identifying resource requirements to ensure success of action plans
- Advising the RAEG on trends, emerging problems, and potential solutions, based on monthly analysis of crime data
- Monitoring progress with action plan delivery
- Reviewing and evaluating action plans

3.2 In order to facilitate the achievement of the above, meetings will operate as follows:

- *Frequency & Timing* – meetings will be monthly, or as decided by the chair, timing dictated by the availability of monthly crime analysis
- *Chair* – the chair shall be a senior Police Officer
- *Vice-Chair* – shall be nominated by officers present
- *Membership shall be an appropriate representative of any agency involved in delivery of CDRP priorities and targets and may include:*
  - Stratford-on-Avon District Council
  - Warwick District Council
  - Warwickshire County Council
  - Warwickshire Police
  - Safer Neighbourhoods Analyst
  - Warwickshire Drugs Action Team
  - Warwickshire Fire and Rescue
  - Warwickshire Probation Service
  - Registered Social Landlords
  - South Warwickshire Victim Support
  - Prolific and Priority Offenders Scheme Co-ordinator
  - Warwickshire Beating Business Crime
  - Warwickshire Youth Offending Team
  - Coventry & Warwickshire Connexions



#### **4. Safer Neighbourhood Process**

- 4.1 The CDRP needs to integrate the work of the Safer Neighbourhood PACT Panels into its business to demonstrate the links between them, and harness the impact of community engagement on CDRP priorities and targets.
- 4.2 It is proposed that the Operational Delivery Group receives regular updates, at a frequency to be determined by the Chair, on priorities and concerns arising from the PACT meetings, and ensures that community safety issues are built into the action planning processes.
- 4.3 It is also suggested that the PACT process is integrated in CDRP actions, priorities and targets.

#### **5. Community Groups**

- 5.1 As well as the Safer Neighbourhoods process, there are other existing community forums which can contribute to the CDRP agenda, such as voluntary groups, religious groups, minority groups, business groups.
- 5.2 It is proposed that, via appropriate links at the Operational Delivery Group, the CDRP is kept briefed and is influenced by their concerns.

#### **6. Theme Groups**

- 6.1 Warwick has maintained a thematic element to its contribution to CDRP priorities. It is important that these themes and their targets are not lost in the geographical approach that Safer Neighbourhoods has brought, not least because the CDRP is accountable for reporting on progress towards their associated targets until the end of this strategic period. The themes will be included in the quarterly progress reports currently produced by the Safer Neighbourhoods Analysts for the life of the current strategy.
- 6.2 Consideration is currently (as at June 2007) being given by the Chair of the Operational Delivery Group as to whether these theme groups should become South Warwickshire groups, and involve representation and input from Stratford, or cease to meet, as the themes are built into action planning processes.

#### **7. Tackling Drugs and Alcohol Together**

- 7.1 The South Warwickshire Tackling Drugs and Alcohol Together Group, chaired by a County Council officer (latterly from the Drugs Action Team, but previously from the Community Safety Team), is accountable both to the CDRP at local level, and to the Countywide DAAT.
- 7.2 It is proposed that regular reports, at a frequency determined by the Chair, are received by the Operational Delivery Group, and that any problems or issues referred to the Responsible Authorities Executive Group with appropriate remedial action recommended.

## **8. Prolific & Priority Offenders Group**

- 8.1 This South Warwickshire Group is key to identifying those offenders responsible for the majority of crime, and developing targeted multi-agency action plans to address and change their offending behaviour.
- 8.2 The CDRP needs to be clearer about what effect the PPO scheme is having on achieving its targets. It is suggested that, as part of the review of performance reporting arrangements to be carried out as part of the CDRP Improvement Action Plan, consideration is given to what information on PPOs the CDRP requires.

## **9. Performance Management/Progress Reporting**

- 9.1 The merged CDRP's Improvement Action Plan, based on the Self Assessment process, includes an action to *“review and revise performance reporting procedures, including agreement on what information is required at what level to inform decisions”*.
- 9.2 This will be a critical piece of work which will contribute to the success, or otherwise, of these structural proposals, and is proposed to be carried out over the next 3-4 months, with proposals coming to the autumn cycle of meetings.

## **10. Structure Flow-Chart**

- 10.1 A simple diagrammatic representation of the merged CDRP structure follows:

**South Warwickshire CDRP (designate)  
Structure Chart**

