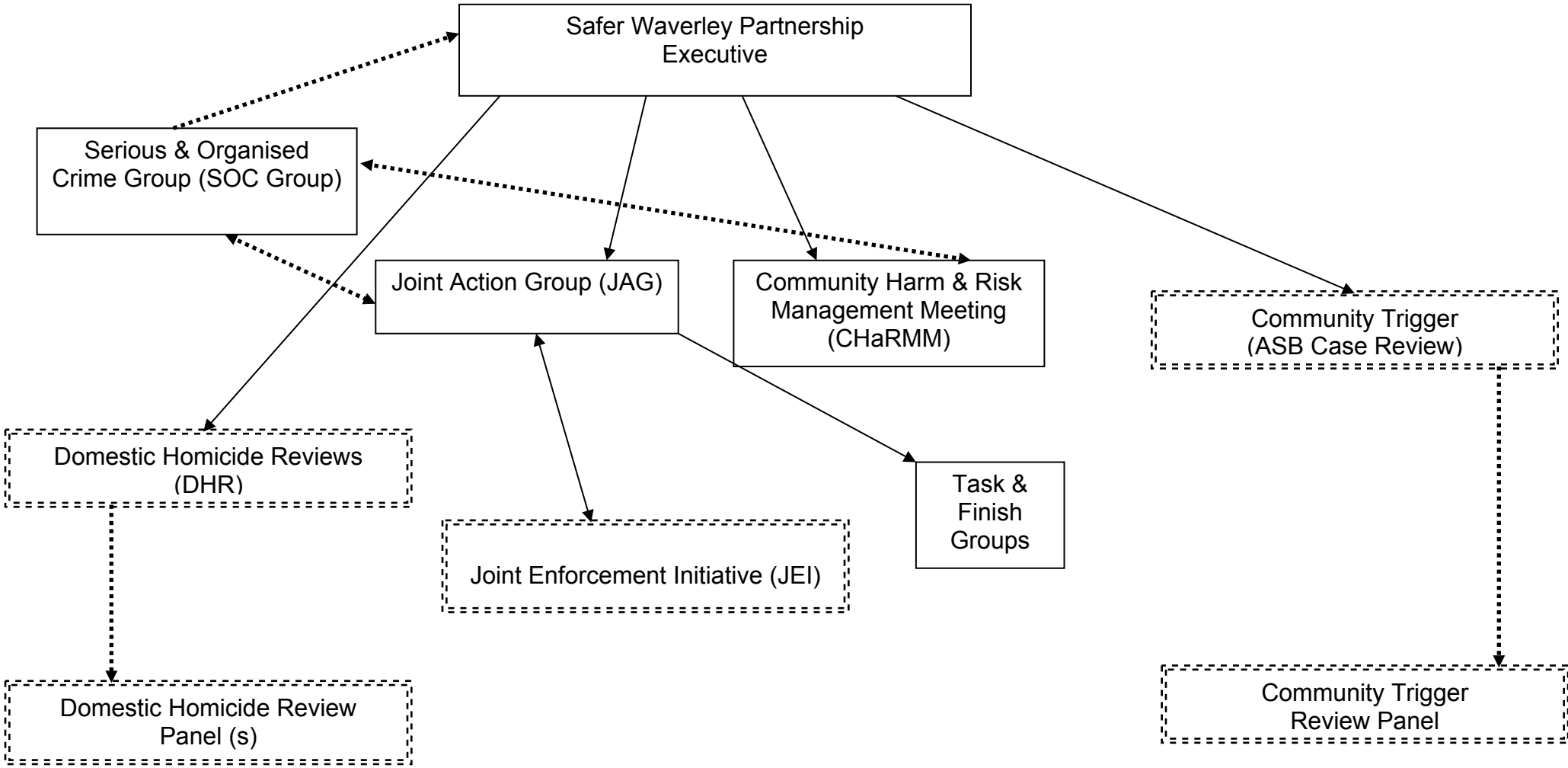




# Safer Waverley Partnership (SWP)

## Organisational Structure & Terms of Reference



## **SWP Executive**

### **Membership:**

|   |   |
|---|---|
| Supt Operations (Chair)                     | Surrey Police                               |
| Group Commander Response                    | Surrey Fire & Rescue Service                |
| Strategic Director                          | Waverley Borough Council                    |
| Portfolio Holder for Community Safety       | Waverley Borough Council                    |
| Head of Community Services & Major Projects | Waverley Borough Council                    |
| Representative                              | Office of the Police and Crime Commissioner |
|   | Surrey Police                               |
| Waverley Neighbourhood Inspector            | Surrey County Council                       |
| Community Safety Officer                    | North East Hampshire & Farnham CCG          |
| Partnerships Manager                        | Guildford & Waverley CCG                    |
|   | National Probation Service                  |
| Managing Director                           | Kent, Surrey & Sussex                       |
| Assistant Director                          | Community Rehabilitation Company            |
| Representative                              | Waverley Borough Council                    |
|   | Waverley Borough Council                    |
| Community Services Manager                  | Waverley Borough Council                    |
| Community Safety Officer                    | Waverley Borough Council                    |
| Community Services Support Officer (admin)  | Waverley Borough Council                    |

### **Term of Chairmanship**

The Chairmanship will be reviewed by the Executive every 2 years.

### **Decisions and Voting**

On occasion, a formal vote may be required in relation to Community Safety issues. In these instances, voting belongs to one vote per statutory member organisation.

### **Terms of Reference:**

- Own the Safer Waverley Partnership Action Plan by ensuring successful delivery and maintaining rigorous SMART targets.
- Keep an overview of crime and anti-social behaviour levels across the borough and provide strategic direction where appropriate.
- Oversee the annual budget for the partnership, consider and agree funding proposals that deliver the objectives and aims of the SWP within financial constraints.
- Identify and bid for external sources of funding when available.
- Agree delegated funding to SWP Sub-Groups for the delivery of objectives and aims on behalf of the Partnership.

- Maintain contact and influence with the countywide Community Safety Board (CSB) related working groups and Police and Crime Commissioner (PCC) including the Police and Crime Panel.
- Ensure compliance with all statutory Community Safety Partnership (CSP) responsibilities and keep abreast of emerging national, county or local changes to policy or legislation affecting the Partnership.
- Oversee use and implementation of relevant powers, e.g. those relating to the ASB, Crime and Policing Act 2014.
- Implement and deliver the Prevent agenda in Waverley
- Receive updates and provide strategic direction on the work of the Joint Action Group (JAG), and the Community Harm & Risk Management Meeting (ChaRMM).
- Carry out the Partnerships statutory responsibility to initiate a Domestic Homicide Review (DHR) by identifying a chair and administrative support to establish a DHR Panel when appropriate. To manage the process, approve the DHR report and action plan and monitor its implementation to ensure outcomes are met.
- Keep an overview of Community Trigger applications in Waverley, form a Panel to assess and monitor applications when necessary, and implement any recommendations arising from them (see Annex 1 – Community Trigger procedure).
- Lead on the strategic co-ordination of Serious and Organised Crime (SOC) activity to disrupt local Organised Crime Groups. Oversee the SOC Partnership Action Plan.

**Representation & Substitutes:**

All Partners should endeavour to provide representation for every meeting. Substitutes will be allowed.

**Budgetary responsibilities:**

Oversee and agree the Funding Plan for each year in line with the agreed Scheme of delegation and available funds.

**Scheme of delegation:**

The SWP Executive Group agrees to delegate responsibility of a proportion of the Safer Communities monies (where available, as set out in the funding plan for each year) to the, Joint Action Group (JAG) and Community Harm & Risk Management Meeting (CHaRMM).

The SWP Executive Group will be responsible for the setting and spending of the budget in relation to Domestic Homicide Reviews.

The spend of any future sources of monies secured by/granted to the SWP Executive Group (e.g. funding from the Office of the Police and Crime Commissioner) will be agreed by the SWP Executive Group, or delegated to the JAG/CHaRMM when appropriate.

The Community Safety Officer will oversee funds on behalf of the Safer Waverley Partnership.

**Frequency of Meetings:**

Quarterly meetings and further special/ themed meetings (e.g. DHR) as required.  
Length of meeting 2- 3 hours, or as required.

## **Joint Action Group (JAG)**

### **Membership:**

|   |                                     |
|---|-------------------------------------|
| Head of Communities (Chair)                     | Waverley Borough Council            |
| Sergeant Waverley Neighbourhoods (Vice Chair)   | Surrey Police                       |
| Head of Environmental Services                  | Waverley Borough Council            |
| Community Safety Officer                        | Waverley Borough Council            |
| Community Services Support Officer (admin)      | Waverley Borough Council            |
| Representative                                  | Surrey County Council Public Health |
| Assistant Group Commander                       | Surrey Fire & Rescue Service        |
| Partnership Manager                             | North East Hampshire & Farnham CCG  |
| Designated Nurse for Safeguarding Adults        | Guildford & Waverley CCG            |
| Licensing Officer                               | Surrey Police                       |
| Licensing Officer                               | Waverley Borough Council            |
| Environmental Health Manager                    | Waverley Borough Council            |
| Deputy Manager Environmental & Parking Services | Waverley Borough Council            |
| Greenspaces Manager                             | Waverley Borough Council            |
| Tenancy and Estates Manager                     | Waverley Borough Council            |
| Planning Enforcement Team Leader                | Waverley Borough Council            |
| Contract Monitoring Officer                     | Waverley Borough Council            |
| Emergency Planning & Resilience Officer         | Waverley Borough Council            |

### **Terms of reference:**

- To use crime data, along with the Police predictive calendar, current Borough Community Safety priorities, neighbourhood issues and other intelligence to monitor emerging and potential crime and disorder problems.
- To keep an overview of disorder issues, in relation to licensed premises by monitoring the traffic light grading system, and provide an opportunity to discuss licensing matters, as appropriate, in a multi-agency forum.
- To set up short term 'Task & Finish Group' to respond to specific problem locations or priority areas when required (see Annex 2).
- To consider nominations for problem locations and mobile CCTV requests from officers using the appropriate nomination form.
- Carry out actions arising from Community Triggers when appropriate.
- Keep an overview of powers used under the Anti-social Behaviour, Crime and Policing Act 2014.
- Provide tactical delivery of the SOC Partnership Action Plan as tasked by the SWP Executive.

- Joint enforcement action will be a standing agenda on the JAG agenda, as part of the Joint Enforcement Initiative (see Annex 3).

**Budget Responsibility:**

Budget (where available) to be agreed by the SWP Executive on an annual basis.

**Frequency of meeting:**

Monthly. Licensing will be dealt with at the start of the meeting to enable Police Licensing Officers to leave after the item. The total length of the meeting will be up to 2 hours. A Serious Organised Crime (SOC) tactical group meeting will follow the main JAG meeting as appropriate.

## **Community Harm and Risk Management Meeting (CHaRMM)**

### **Membership:**

|   |   |
|---|---|
| Head of Housing Strategy (Chair)                | Waverley Borough Council                |
| Sergeant Waverley Neighbourhoods (Vice Chair)   | Surrey Police                           |
| Community Services Support Officer (admin)      | Waverley Borough Council                |
| Family Support Team representative              | Waverley Borough Council                |
| Local Neighbourhood Team officers (as required) | Surrey Police                           |
| Tenancy & Estates Team Leader                   | Waverley Borough Council                |
| Youth Justice Service representatives           | Surrey County Council                   |
| Youth Worker                                    | Surrey County Council                   |
| Services for Families                           | Surrey County Council                   |
| Pupil Support representative                    | Surrey County Council                   |
|   | /Education other than at school (EOTAS) |
| Children and families' assessment team manager  | Surrey County Council/Social Services   |
| Representative                                  | First Wessex Housing                    |
| Representative                                  | Thames Valley HA                        |
| Representative                                  | Guildford Pupil Referral Unit (PRU)     |
| Representative Borough Manager                  | Community Mental Health Teams (CMHT)    |
| Representatives                                 | Appropriate CCG                         |
| Representative                                  | Surrey County Council Public Health     |
| School representatives attend if required.      |   |

### **Terms of Reference:**

The Waverley CHaRMM operates using the Surrey Community Harm and Risk Management Meeting Framework.

### **Budgetary responsibility:**

Budget (where available) to be agreed by the SWP Executive on an annual basis.

### **Frequency of meetings:**

6 weekly. The total length of the meeting will be up to 1.5 hours.



## **Serious & Organised Crime Group (SOC Group)**

### **Membership:**

Waverley Borough Insp (Chair)  
Waverley Safer Neighbourhood Team Sgt  
Officer Manager (Administration)  
Waverley Borough Inspector  
Community Safety Officer  
Waverley Borough Commander  
Planning Enforcement Team Leader  
Environmental Health Manager  
Head of Environmental Services  
Property & Enquiry Manager  
Procurement Officer  
Green Spaces Manager  
Benefits Manager  
Licensing Manager  
Tenancy & Estates Manager

\*To be agreed

\*To be agreed

\*To be agreed

*\*Representatives to be identified by SWP Executive*

Surrey Police  
Surrey Police  
Surrey Police  
Surrey Police  
Waverley Borough Council  
Surrey Fire & Rescue Service  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Waverley Borough Council  
Surrey County Council  
North East Hampshire &  
Farnham CCG  
Guildford & Waverley CCG

### **Terms of Reference:**

- Provide the SWP Executive with a dedicated group of officers from partner agencies to consider intelligence, and plan activity to prevent, identify and disrupt serious and organised crime (SOC) in Waverley.
- Ensure all partners are appropriately represented in order to meet the challenge of tackling borough based SOC.
- Ensure all partners are appropriately educated, informed and briefed about SOC and their role in tackling it in the borough.
- Consider, manage and review the Waverley Borough SOC Local Profile.
- Create, manage and review a Waverley Borough SOC Action Plan to carry out specific actions to; target perpetrators (organised crime groups OCGs) of SOC; to identify those vulnerable to the risk of exploitation by SOC and to identify and manage locations either being exploited by SOC or vulnerable to the risk.

- Where relevant, appropriate and in consultation with the Surrey Police SOC Single Point of Contact (SPOC), integrate countywide directives, direction and considered good-practice with the Waverley Borough SOC Local Profile, Action Plan and SOC meeting terms of reference.
- Where relevant and appropriate, ensure identified local good-practice, activity and initiative is shared countywide (via the Surrey Police SOC SPOC).
- In consultation with the Surrey Police Intelligence Department, monitor and review Waverley Borough Partnership Intelligence Submissions.
- Consider cross borough/boarder liaison and activity to maximise opportunities to strengthen the borough's borders against travelling SOC.
- Provide updates to the SWP Executive to ensure they remain suitably briefed on the activity and direction of the SOC Group.
- Ensure the JAG and Community Harm and Risk Management Meeting (CHaRMM) are suitably briefed and utilised on SOC information/data/intelligence and actions.

**Frequency of meetings:**

Monthly meetings to follow the Joint Action Group (JAG) with duration of 1 hour, or up to 2 hours as appropriate.

**Budgetary responsibility:**

No budget currently allocated. The group will apply for funding for specific projects.

## **Annex 1 - Waverley Community Trigger Procedure**

The Safer Waverley Partnership agreed the following procedure in line with the Surrey Community Trigger Framework:

- a) The single point of contact (SPOC) for the Community Trigger (CT) will be the Community Safety Officer (CSO), who will act as a SPOC and coordinator of the CT process.
- b) On receipt of a Community Trigger application the SPOC will respond to the victim within 3 working days outlining the timescales for the full response, which will not exceed 25 working days from receipt of the CT.
- c) The CSO will carry out an initial assessment of the CT submission and arrange for a risk assessment of the victim to establish vulnerability. The SPOC will inform the CT Panel of the initial findings and level of vulnerability, and provide a draft action plan.
- d) The CT Panel will consist of the Strategic Director, Waverley Borough Council, senior representative from Housing Provider (if appropriate), Borough Insp, Surrey Police and Surrey County Council Community Safety representative.
- e) The decision to accept or reject a CT will be fed back to the victim by the SPOC, with a clear explanation of the reason for the decision including time frames for carrying out the review and how this will be done.
- f) The Panel will meet to review the CT as soon as possible and an action plan put in place.
- g) The CHaRMM or the JAG will be used when appropriate to oversee actions arising from the Community Trigger.
- h) The outcome of the CT will be fed back to the victim within 25 working days by the SPOC.
- i) Governance of the CT process sits with the Safer Waverley Partnership Executive.
- j) The Office of the Police and Crime Commissioner (OPCC) will provide a route for victims to query the decision on whether the threshold was met or the way the CT review was carried out, if the victim remains unhappy following the Community Safety Partnership's response.

## **Annex 2 - Task and Finish Groups**

### **Membership:**

*Representatives from any of the below as and when appropriate*

Neighbourhood Support Team Sgts - Surrey Police  
Community Safety Officer - Waverley Borough Council  
Surrey PC/PCSOs – Cranleigh, Haslemere, Farnham, Godalming  
Crime Reduction Advisor - Surrey Police  
Licensing representative - Surrey Police  
Youth Development Service Representative Surrey CC  
Surrey Youth Support Service - SCC  
Representatives - Surrey Fire and Rescue Service  
Local Transportation- Surrey CC  
Environmental Services - Waverley Borough Council  
Parks and Recreational Services Officer – Waverley Borough Council  
Licensing representative/s– Waverley Borough Council  
Housing representative - Waverley Borough Council  
Pollution representative – Waverley Borough Council  
ASB representative – Waverley Borough Council  
Environmental Health representative - Waverley Borough Council  
Environmental Health Enforcement representative - Waverley Borough Council  
Trading Standards representative – Surrey CC  
Surrey CCG representatives  
National Probation Service- Surrey representative  
Surrey DAAT representative  
Intelligence Analyst – Surrey Police  
Planning Enforcement – Waverley Borough Council  
Local Councillors

### **Terms of reference:**

- To act as the operational arm of the JAG by forming specific sub groups as directed to respond to specific problem locations.
- To consider current intelligence and statistical information provided by all partner agencies.
- To keep a log to monitor actions and submit updated log to JAG as required.
- To utilise support from the Community Safety Officer when required to organise meetings and assist with administration.
- Undertake Environmental Visual Audits when appropriate.

- To invite relevant local Councillors to form part of these sub-groups in order to work with officers and the community to resolve problems.

**Budgetary Responsibility:**

Sub-group may make requests for funding when appropriate to the JAG via the Community Safety Officer.

**Frequency of meetings:**

As and when required, intended to be short life, temporary groups.

## **Annex 3 - Joint Enforcement Initiative (JEI)**

### **What is Waverley's Joint Enforcement Initiative (JEI)?**

Waverley's Joint Enforcement Initiative brings together Waverley's Environmental Enforcement, Environmental Health, Housing, Parks and Licensing officers to work with the police and community groups to combat environmental crime and anti-social behaviour.

### **Agreed tasking process**

- An A-Z directory of key environmental enforcement and Anti-social behaviour issues and the service departments that deal with them will be developed and shared with all services and agencies. This will include contact details of lead officers in each of those service areas and their email addresses and contact details.
- When an issue arises the recipient of the complaint should use the A-Z directory to identify those services which might be able to assist and direct the issue (via email) to the appropriate officer/department.
- If it is not possible to identify the relevant service then the issue should be directed to the Community Safety inbox ([CommunitySafety@waverley.gov.uk](mailto:CommunitySafety@waverley.gov.uk)) who will signpost the officer to the appropriate officer/department. It is hoped that the majority of issues will be of a routine nature and will be able to be dealt with as soon as possible in this way.
- If the issue cannot be resolved in this way on a day to day basis, needs the involvement of more than one service or has failed to be satisfactorily resolved, it will be placed on the next JAG agenda (requests should be sent to [CommunitySafety@waverley.gov.uk](mailto:CommunitySafety@waverley.gov.uk)).
- The JAG will continue to meet every month. Joint enforcement action will become a standing agenda on the agenda, with membership of the JAG extended to include Planning Enforcement, Emergency Planning, Comms, and Licensing to enable enforcement issues to be discussed.
- There will be a standard template for data collection and reporting to JAG on Sharepoint which all appropriate officers will be expected to complete a week prior to the meeting. This will include reports relating to abandoned vehicles, dog fouling, dangerous dogs, fixed penalty notices, alcohol and drugs litter.

- This data will also be reported to Management Board and the OPCC. Officers will be also asked to highlight any successful interventions or campaigns so that publicity opportunities can be maximised.
- There is a web page for members of the public to report environmental crime and anti-social behaviour issues [www.waverley.gov.uk/report-it](http://www.waverley.gov.uk/report-it) . This web page will be publicised for public complaints and displayed on the vehicles. The web page automatically redirects the report to the appropriate department. The Main Switchboard telephone number, (01483 523333) will also appear on the vehicles and the reception staff will use the directory to refer complaints to the appropriate department for action.

### **Enforcement Group**

The local authority Enforcement Group will work alongside the JAG. Whilst the JAG will deal with individual cases where joint agency or joint departmental action is needed to resolve and issue, the Enforcement Group will work to develop and share good practice, provide a forum for sharing advice and guidance on how to deal with problematic cases and follow procedures. The full terms of reference of the Enforcement Group are set out in a separate document.