



East Cambridgeshire Community Safety Partnership – Business Pro Forma for Partnership Support and Governance

Purpose:

The purpose of this Business Pro Forma is to gain agreement on resourcing key elements of the CSP's Governance arrangements amongst four of the key statutory Partners. These Partners are East Cambridgeshire District Council, Cambridgeshire County Council, Cambridgeshire Fire and Rescue and Cambridgeshire Constabulary. Two other Statutory Partners are not being approached for the purposes of this agreement; namely Cambridgeshire and Peterborough Probation Trust and NHS Cambridgeshire as they do not have a direct District focus or remit.

Business activity:

The CSP needs to deliver the following functions, which in 2013/14 financial year the CSP Grant funded post of Partnership Support Officer carries out;

- CSP Board meetings – arranging and agendas, invitations, minutes, action records
- CSP Tasking and Coordinating Officer Group - arranging and agendas, invitations, minutes, action records
- Providing 1:1 support to the CSP Chair on current issues, governance, budgets,
- General Partnership administration – maintaining all records, reports, files.
- Action Plan development and Project monitoring / Quarterly Performance reporting

From 31st March 2014/15 the Post of Partnership Support Officer will cease as there is no further grant funding to allocate to the role.

Aims:

Accordingly, the aim of this Business Pro Forma is to ensure business continuity for the CSP by mainstreaming key activities by rotating them amongst the core statutory partner agencies.

An analysis of the hourly commitments to the core business activities has been conducted and forms the main element of this Business Pro Forma.

Objectives:

- To agree to take shared responsibility for delivering the functions formerly delivered by the Partnership Support Officer role amongst four Statutory Partners
- To agree the rotating schedule proposed in this Pro Forma and commit appropriate resource to the delivery of these activities from 1st April 2014 amongst four Statutory Partners.

Costs:

No costs are identified for each of the business activities as it is the purpose of this Business Pro Forma to enable the activities to be mainstreamed amongst 4 Statutory Partners on a rotating basis, with in kind staffing resources.

Promotion:

Meetings and other Governance arrangements will be advertised to all partner agency representatives prior to each meeting.

Place:

CSP Board meetings have normally been held in the East Cambridgeshire District Council Chamber, Nutholt Lane, Ely CB7 4EE. There is no reason for this to change.

CSP Tasking and Coordinating meetings and monthly ASB Casework meetings are held back to back and hosted by Sanctuary Housing.

Equipment:

No specific equipment or materials are necessary for the provision of CSP Governance arrangements. Most materials are sent through electronically and Partners will need to print papers before meetings.

Business Analysis:

The following business analysis is based on estimations submitted by the Partnership Support Officer. It needs to be remembered that scheduling of meetings would be more concentrated at certain times of year and so proportionately more time would be allocated at these peak periods. Following the Business analysis are a set of proposals for apportioning the key activities amongst the Partner agencies.

CSP Board Meetings (x 2 per Year)

The table describes the Activity as broken down into discrete tasks, with a Time Commitment for the Agency delivering that Activity. The PROPOSAL for Partnership Agreement is in the Penultimate column.

**CSP Board Meetings
2014/15**

| Activity | Task Breakdown | Hours allocated to task (PA) | Proposals | Lead Agency / Officer |
|---------------------------------------|--|------------------------------|---|--|
| Service and Manage CSP Board Meetings | -Emails to lead Action Plan leads (including collating information/report for Board) | 1 | That the Partner Agency currently Chairing the CSP takes on the Servicing of 2 CSP Board meetings and all associated pre and post meeting tasks per annum. | For 2014/15 the CSP Chair Partner will be Cambridgeshire Fire and Rescue Service (Gary Mitchley) |
| | -Emails re final quarter updates re DAAT, IOM & County Meetings | 0.25 | | |
| | -Date setting | 0.5 | | |
| | -Speakers/presenters | 1 | | |
| | -Agenda setting | 1.25 | | |
| | -Meeting with chair | | | |
| | -Email of papers & background information to Board | 0.75 | | |
| | -Printing and collating copies for Board | 0.5 | | |
| | -Minutes | 3 | | |
| | Follow up emails: | 0.75 | | |
| | 10% margin | 1 | | |
| | TOTAL HOURS FOR SERVICING 1 CSP BOARD MEETINGS PER ANNUM | 10 | | |
| | TOTAL HOURS PER YEAR BASED ON TWO MEETINGS PER ANNUM | 20 | | |
| | TOTAL WORKING DAYS PER YEAR (based on 7.4 hour working day) | 2.70 | | |
| | | | | |

CSP Chair – Advisory and Support

| Activity | Task Breakdown | Hours allocated to task (PA) | Proposals | Lead Agency / Officer |
|---|---|---|---|---|
| <u>CSP Chair Support / External Agency Liaison</u> | Regular meeting with Chair & additional support re Police and Crime Commissioner issues | 25 | That the ECDC CSO support the Chair role with ongoing advice and guidance on new policy developments, Police and Crime Commissioner issues, funding applications and updates and general Strategic Direction of the CSP | ECDC, CSO |
| | Support with out of Board Meeting Governance decision making | 30 minutes week x 48 working weeks in a year. | Additional Strategic Advice and Policy Guidance from Policing perspective | Safer Neighbourhoods manager, Cambridgeshire Constabulary |
| | | | That the ECDC CSO ensures that any out of Board meeting decision making is carried out according to the CSP Terms of Reference | |
| | | | | |
| | TOTAL | 25 | | |

CSP Budget / Funding Applications / Performance Monitoring

| Activity | Task Breakdown | Hours allocated to task (PA) | Proposals | Lead Agency / Officer |
|--|---------------------------------|------------------------------|--|-----------------------|
| CSP General Administration / Records / Budget / Funding Applications | 1hr x 48 (48 week working year) | 48 | <ul style="list-style-type: none"> That the ECDC Partner manages the CSP Budget That the T and CG assists with preparation of funding bids to P and CC funds at their monthly meeting. That the ECDC Partner finalises and forwards any Funding Applications to the P and CC Office | ECDC, CSO |

CSP Tasking and Coordinating Group Monthly Meetings 2014/15

| Activity | Task Breakdown | Hours allocated to task (PA) | Proposals | Lead Agency / Officer |
|--|---|------------------------------|---|--|
| CSP Tasking and Coordinating Group Meetings | Agenda Setting/Meeting with Chair: | 1 | That Cambridgeshire Constabulary continue to Chair the Tasking and Coordinating Group as lead public agency for Crime and Disorder. | Constabulary / Safer Neighbourhoods Manager |
| | Dates for main OSG & additional - Task/Finish | 1 | That East Cambridgeshire District Council services the overall meeting with Agenda planning and paper collation and emails out to partners. | ECDC, CSO |
| (Monthly) | Collating papers | 0.75 | That the Action Log for each meeting be emailed out to the other Partners in attendance by the Partner Agency servicing that meeting. | Action Log Partner |
| | Email of papers & background info | 0.5 | That ECDC coordinates communication about the meeting. | ECDC, CSO |
| Based on 12 meetings per annum | Printing & collating | 0.5 | | |
| 1 x Action Plan Update Meeting | Minutes/Action Log | 2 | Proposed rotation; April 2014 – ECDC May 2014 – ECDC June 2014 – ECDC July 2014 – CCC August 2014 – CCC September 2014 – CCC October 2014 – Fire November 2014 – Fire December 2014 – Fire January 2015 – Police February 2015 – Police March 2015 - Police | Lead Officers; Tasking and Coordinating Group lead Agency officers. |
| | Emails re Action Plan – chasing up on Actions | 1.5 | | Action Log Partner |
| | Additional meetings re Action Plan Updates - 10% margin (re changes to meeting cycle) | 1 | | |
| | TOTAL HOURS FOR SERVICING 1 MEETING | 8.25 | | |
| | TOTAL HOURS PER YEAR | 99 | | |
| | TOTAL WORKING DAYS PER YEAR (based on 7.4 hour working day) | 13 | | |

Action Plan 2014 / 2015

| Activity | Task Breakdown | Hours allocated to task (PA) | Proposals | Lead Agency / Officer |
|--|---|------------------------------|---|---------------------------------|
| CSP Action Plan development and implementation | Draft Action Plan template and assess any budgetary contributions to any interventions | 2 | Tasking and Coordinating Group members to bring intervention ideas to the table for possible inclusion in Annual action plan. | Overall coordination; ECDC, CSO |
| | Analyse Strategic Assessment outcomes and Constabulary monthly data sets to identify areas for Actions. | 4 | T and CG Officer group to analyse data and highlight priority areas for shaping actions. | Overall coordination; ECDC, CSO |
| | Draft actions between partners at special Tasking and Coordinating Group meeting | 2 | All T and CG members draft actions. For example; <ul style="list-style-type: none"> • Police – Crime prevention actions • Cambridgeshire Fire and Rescue – Deliberate fire setting actions. • Sanctuary – Tenancy improvements • District Council – general Community Safety issues • Cambridgeshire County Council Locality Teams – Youth related ASB and Crime actions | Overall coordination; ECDC, CSO |
| | Final editing of CSP Action Plan and presentation at East Cambridgeshire CSP Board meeting - including writing and presentation of reports | 3 | T and CG member's final review of individual partner draft actions. | Overall coordination; ECDC, CSO |
| | Presentation of CSP Action Plan to Community Services Committee, East Cambridgeshire District Council - including writing and presentation of reports | 1.5 | | Overall coordination; ECDC, CSO |
| | TOTAL HOURS FOR SERVICING CSP ACTION PLAN | 12.5 | | |
| | TOTAL HOURS PER YEAR | 12.5 | | |
| | TOTAL WORKING DAYS PER YEAR (based on 7.4 hour working day) | 3 | | |

| CSP Action Plan 2014/15 Timeline | | Date | | | | | |
|---|--|--------|--------|--------|---------------------|----------------------------------|---------------------------------------|
| Task | Lead | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 |
| Draft Action Plan template and assess/ begin to prepare for any budgetary contributions to any interventions, including bids to Police and Crime Commissioner Funds | T and CG (ECDC, CSO) | | | | | | |
| Analyse Strategic Assessment outcomes and Constabulary monthly data sets to identify areas for Actions. | Senior analyst CCC and Safer Neighbourhoods manager | | | | | | |
| Draft actions between partners at special Tasking and Coordinating Group meeting | ECDC,CSO | | | | January T and CG | | |
| Final drafting of bids to Police and Crime Commissioner Funds | ECDC, CSO / Safer Neighbourhoods manager | | | | | | |
| Final editing of CSP Action Plan and presentation at East Cambridgeshire CSP Board meeting - including writing and presentation of reports | ECDC, CSO | | | | | Editing and report writing | |
| Presentation of CSP Action Plan to Community Services Committee, East Cambridgeshire District Council - including writing and presentation of reports. Community & Environment Committee. Date: 04/03/2014 - 17:30. Venue: Council Chamber. | ECDC, CSO | | | | | | 4 March 2014 at 5.30pm, ECDC |
| Presentation at East Cambridgeshire CSP Board meeting - including writing and presentation of reports | | | | | | | 12th March 2014 |

Risk

There are key risks attendant on the Business Pro Forma being agreed in full. These are contained in the Risk Management Table on pages 8 and 9 of this Business Pro Forma.

Risk Assessment

| COMMUNITY SAFETY PARTNERSHIP KEY BUSINESS - RISK ASSESSMENT | | | | | |
|--|---|--|---------------------------------|---|------|
| WHAT IS THE RISK? | WHAT MIGHT BE AFFECTED AND HOW? | WHAT ARE THE EXISTING RISK CONTROL MEASURES? | RISK LEVEL LOW /MED / HIGH * | WHAT FURTHER ACTION IS REQUIRED? BY WHOM / WHEN? | DONE |
| STEP 1 | STEP 2 | STEP 3 | | STEP 4 | DONE |
| One partner or more does not sign up to the agreement or decides not to continue supporting the agreement after signing | <p>Business continuity compromised.</p> <p>Additional burden on remaining partners</p> <p>Partnership effectiveness in challenging crime and disorder</p> | ECDC CSO | LOW | <p>Review of the agreement in January 2015 to check with partners on its implementation.</p> <p>Other partners would need to pick up additional capacity from reduced support from a given partner.</p> | |
| <p>Lack of one Central Records Centre for all CSP documentation</p> <p>No single Point of Contact (SPOC) for all CSP Records</p> | <p>Fragmented records amongst Partners</p> <p>Communication effectiveness leading to lack of vital communications between partners</p> | ECDC, CSO | LOW | Look into a shared 'cloud based' network storage facility where all documentation can be stored. | |

| | | | | | |
|--|--|-----------------|--|--|--|
| Handover of Tasks from one Partner Agency to other | No SPOC means reduced effectiveness and inefficiency | ECDC CSO | | <i>Deploy shared access network storage system and employ ECINS as case management progress and update tool.</i> | |
|--|--|-----------------|--|--|--|

Summary:

The Business Case Pro Forma requires joint Partnership Agreement to resource the key statutory activities of;

- CSP Board Meetings (x 2 per Year)
- CSP Strategic Assessment and Action Plan

Key signatories to this agreement:

The following key agency representatives duly authorise appropriate allocation of resources for 2014/15 to support the proposals made in the Business Case element of this Pro Forma.

Review Date:

The agreement will be subject to a review period, commencing January 2015, with a view towards renewal for financial year 2015/16.

| Name | CSP Partner Agency | Signature to this Agreement | Dated |
|-------------------|---|------------------------------------|--------------|
| Russell Waterston | Chief Inspector, Cambridgeshire Constabulary | | |
| Darren Dixon | Head of Community Services, ECDC | | |
| Lorraine Lofting | Cambridgeshire County Council, Area Manager for Children's and Young Peoples Services Locality teams | | |
| Gary Mitchley | Cambridgeshire Fire and Rescue | | |