

Safe Newcastle: [name of group] – Terms of reference

Name of group	Contest Co-ordination Group
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Overall role^a	To take the lead in ensuring a co-ordinated approach to delivery and implementation of the Contest strategy and promote aligned working between partners and key stakeholders responsible for delivering on the specific objectives of the prevent, protect, and prepare objectives of the strategy
Key tasks^b	<ul style="list-style-type: none">• Maintain an overview of progress relating to the prevent, protect and prepare themes of the Contest strategy• Receive updates and information as necessary from Northumbria Police relating to the pursue theme of the strategy• Oversee the work of specific and contributory partnerships, task groups and programmes of work relevant to Contest• Ensure systems are in place to obtain appropriate and relevant information via the Prevent Co-ordinating Group, Local Resilience Forum, Northumbria Police and Newcastle City Council Environment and Regeneration Directorate• Develop and oversee the delivery of relevant action plans which support the Contest strategy• Oversee the review and update of action plans as required including the Prevent Action Plan• Ensure appropriate and effective actions are developed to take forward recommendations of documents such as the Counter Terrorist Local Profile and Counter Terrorism Security Assessment• Promote an in-depth understanding of the Contest objectives across the wider partnership and key stakeholders• Support joint working arrangements and develop

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	<p>information sharing agreements where necessary</p> <ul style="list-style-type: none"> • Provide effective governance • Consider security clearance for members as required • Identify and share good practice • Maintain effective and productive links with GONE and Regional Contest Governance structures • Provide regular reports to Safe Newcastle, GONE and others as required
Key early tasks - October – December 2009	<ul style="list-style-type: none"> • Establish a work programme for the Group for 2009-2010 and 2010-2011 • Ensure appropriate representatives are appointed to the Group • Oversee the refresh of the Prevent Action Plan by 31 December 2009 • Ensure systems are put in place to address relevant recommendations of the Counter Terrorist Local Profile and Counter Terrorism Security Assessment for Newcastle • Oversee the approval process for the revised Community Safety SPD by November 2009 • Promote and support the delivery of awareness raising sessions and improved understanding of the Contest agenda among partners and front line staff
Parent group^c	Safe Newcastle Board
Type of group^d	Advisory / Implementation
Other key links – internal to Safe Newcastle^e	Newcastle City Council ARCH Responsible Authorities Community and Voluntary Sector
Other key links – external to Safe Newcastle^f	<ul style="list-style-type: none"> • GONE • OSCT • CTSA • Regional Contest Group • Regional Prevent Group

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	<ul style="list-style-type: none"> • Local Resilience Forum • Regional Resilience Forum
Membership^g	<ul style="list-style-type: none"> • Head of Community Safety (Chair) • Contest Co-ordinator (Safe Newcastle Unit - TBA) • Prevent - Chair of Prevent Co-ordination Group Supt Frank Gallop (Vice Chair) • ARCH Co-ordinator - Neil Denton • Pursue - Insp Steve Baker, Special Branch • Protect - Helen Hinds, Local Resilience Forum • Prepare – Newcastle Council E and R Directorate Rep (TBC) • GONE • Northumbria Probation • TW Fire and Rescue Service • PCT • NPA
Meeting details^h	Bi monthly from October 2009
Chairⁱ	Head of Community Safety
Vice Chair	Supt Frank Gallop – Northumbria Police
Lead officer^j	Contest Co-ordinator (Safe Newcastle Unit) – TBA
Admin support^k	Safe Newcastle Unit
Date agreed by/last reviewed by Group	NA
Date agreed by/last reviewed by Parent Group	NA

Notes and guidance for writing Terms of Reference for a Safe Newcastle group

If you are leading on writing Terms of Reference for a Safe Newcastle Group then you need to be familiar with the Safe Newcastle Constitution, particularly Clause 9 which relates to Sub-committees of the Board and Clause 10 which relates to Other Safe Newcastle sub-groups and working meetings. In addition, the following notes are intended to support you in completing the Terms of Reference and ensure standardisation in their presentation across the partnership.

^a Overall Role: This should be a short paragraph or a few short bullet points which encapsulate what the Group is trying to achieve on behalf of Safe Newcastle (the aim of the Group's work).

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- It should be jargon-free and easy to read for those less familiar with the work as it will be quoted in other documents.
- It may be useful to start with “To work on behalf of Safe Newcastle to.....”

^b Key Tasks: These are the actual tasks or work areas the Group will do in order to achieve the overall aim.

- The section should help members of the Group to understand what is expected of them both in and out of the meetings.
- The tasks need to clearly link to the Group type (see below).
- In addition, it may be useful to think of the key tasks that the Group will undertake at different stages of an appropriate business process– e.g.
 - a commissioning Group will carry out tasks that flow from consideration of a model of strategic commissioning, such as a commissioning cycle;
 - a problem solving Group will carry out tasks that flow from consideration of a problem solving model such as SARA

^c Parent Group: This is the part of Safe Newcastle that established the Group and delegated responsibilities to it.

- If your group started life as an ad hoc working meeting then the draft Terms of Reference should be referred to an appropriate parent group or the Responsible Authorities Group (see 10.10 and 10.11 in the Constitution).
- This section should specify if the Group has been established as a joint Group with another partnership (e.g. Children and Young People Partnership, Newcastle Housing Partnership, Quality of Life Partnership). The Board and your own Parent Group must be briefed if you are making an arrangement to establish a Group in conjunction with another partnership. In these cases, changes may have to be made to the structure of the Terms of Reference to accommodate additional requirements of the other partnership.

^d Type of Group: Groups may be:

- a sub-committee –
 - only the Board can establish sub-committees.
 - Sub-committees have fully delegated powers and accountability for a defined area of work. This may include financial management and resource allocation decisions. (See Clause 9 of the constitution)
- an advisory group –
 - Any Group in Safe Newcastle can establish an advisory group, providing it is required to carry out work that has been delegated to it by their own parent group.
 - An advisory group is responsible for advising on a defined area of policy, strategy and/or service changes.
 - A group could be both an Advisory group and an Implementation group.
- an implementation group –
 - Any group in Safe Newcastle can establish an implementation group, providing it is required to carry out work that has been delegated to them by their own parent group.
 - An implementation group is responsible for delivering a defined area of policy, strategy and/or service changes.
 - A group could be both an Advisory group and an Implementation group.
- a problem solving group –
 - Any group in Safe Newcastle can establish a problem-solving group, providing it is required to carry out work that has been delegated to them by their own parent group.
 - A problem solving group is responsible for carrying out multi-agency problem solving and organising tactical delivery
- a task group –
 - Any group in Safe Newcastle can establish a task group, providing it is required to carry out work that has been delegated to them by their own parent group.
 - A task group is responsible for carrying out a defined piece of work within a specific timescale.

Care must be taken not to duplicate the work of an existing group when establishing new Groups.

^e Other key links – internal to Safe Newcastle

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- All groups will be expected to liaise and work in conjunction with the Responsible Authorities Group and their own Parent Group so these needn't be mentioned here.
- However, you do need to include other Safe Newcastle groups that a group will need to influence or liaise with in order to carry out the responsibilities it has.
- It is important that you make sure the named groups know of this group's existence!

^f Other key links – external to Safe Newcastle

- Include here committees/steering groups that are not part of Safe Newcastle that a group will need to influence or liaise with in order to carry out the responsibilities it has.
- It is important that you make sure the named groups know of this group's existence!

^g Membership:

- List here the Member Organisations and appropriate sections/departments that representatives need to come from to carry out the work of the group. You should not list the names or job titles of the representatives.
- Active consideration should be given to the involvement of voluntary sector, community sector and business sector at all times.
- In the case of subcommittees of the Board (see also Clause 9) –
 - the Member Organisations must be selected from those who are represented on the Board, in accordance with the role of the group.
 - The representative joining the group on behalf of a member organisation need not be the same as the representative on the Board.
 - If appropriate, the Regen Forum, Community Empowerment Network, Newcastle User Carer Forum or North East Chamber of Commerce should be involved in the selection of representatives of their respective sectors.
 - Co-optees should be identified separately if appropriate
 - Any Advisers attending the subcommittee regularly should be listed by job title at the end of the section.
- In the case of other subgroups and working meetings (see also Clause 10) –
 - the member organisations can be selected from any of the Member Organisations of the partnership, in accordance with the role of the group.
 - Safe Newcastle staff can be included in the membership of the group
 - Active consideration should be given to involving Associate Members, particularly voluntary organisations, community groups and businesses
 - If appropriate include a clause that invites others to join e.g. "Membership is open to any member organisation who is interested in taking part in the work of the group"

^h Meeting details: include

- The frequency of the meetings
- The 'rule' for setting meeting dates e.g. third Wednesday of the month
- Usual time of meetings
- Venue of meetings, if the same venue is used each time.

ⁱ Chair and Vice Chair: Include the name and organisation of the Chair and Vice Chair of the Group. In line with the constitution:

- The Chair and the Vice Chair must be elected by the membership of the group
- The Chair and Vice Chair will have a two year term of office
- The Chair and Vice Chair will be able to re-stand for election
- In the case of sub-groups, there can be variations on this which should be outlined in the Terms of Reference and agreed by the Group and its Parent Group e.g. "The group will always be chaired by [job title]"

^j Lead Officer: The Lead Officer is the person who will work with the Chair to make sure appropriate Agenda and Papers are prepared for the meetings. List the job title, not the person's name.

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^k Admin support: List the unit/department/organisation that will make arrangements for the group to have admin support e.g. minute taking, distribution of info