

Safe Newcastle Board

Wednesday 30 September 2010 2010, 1.00 pm - 3.30 pm

Meeting to be held in XXXXXX Committee Room, Civic Centre, Newcastle

Contact Officer: Lynne Camsell - Telephone (0191) 232 8520 ext. 25166

Draft Agenda

	Time	Item	Enc	For	Dist	Lead
1.		Welcome, introductions, apologies				Chair
2		Coalition Government Programme i) Implications for Safe Newcastle ii) Legal framework		Information		Sue Peel- GONE Robyn Thomas
3		Drugs i) North Tyneside custody suite – Implications for Newcastle as Intensive DIP ii) Tier 4 Accommodation iii) Update on Drug Strategy	X X X	Approval		Tommy Hughes Rachael Hope
4		Safe Newcastle Constitution - Revisions	X	Approval		Gillian Tullock
5		Safe Newcastle Strategy 2012-2014		Approval		Gillian Tullock
6		Revisions to Safe Newcastle Constitution	x	Approval		Gillian Tullock
7		CCTV Options Appraisal Tender	X	Approval		Paul Angus
8		Financial Management Report	x	Approval	Board Only	Robyn Thomas
9		Performance Summary 2010/11	x	Approval	Board Only	Christine Knox
10		Minutes and Action list of Meeting held 14 July 2010	x	Approval		Chair

	Time	Item	Enc	For	Dist	Lead
11		Any Other Business (Please advise Chair before start of meeting) <ul style="list-style-type: none"> ▪ Summary of Licensing Policy Consultation 		Information		Chair



Report to: Safe Newcastle Board

From: Rachael Hope, Drug Strategy Coordinator, Safe Newcastle

Date: September 2010

1. Purpose of Report

To advise the Safe Newcastle Board of a presentation on the progress of the drugs agenda at the meeting on 30 September. Specifically there are three areas which require Board attention:

- Tier 4 Women and Childrens Service
- New custody suite at north Tyneside
- Update on drug strategy

2. Tier 4 Women and Childrens Service

A communication update relating to the Tier 4 Women and Childrens Service is attached for information. The Project Steering Group met on 24 September to sign off the Service Model and Partnership Agreement, which will be presented to the Board on 30th.

3. New Custody Suite at North Tyneside

The Drug and Alcohol Commissioner and Reducing Re-offending and Anti Social Behaviour Coordinator are working with Northumbria Police for arrangements of Newcastle's intensive Drug Intervention Programme due to the forthcoming closure of Pilgrim Police Station, with a new station opening in North Tyneside. A more detailed, timely update will be presented to the Board.

4. The National Drug Strategy

The National Drug Strategy is under review, with a national consultation ongoing until the 30 September. Safe Newcastle is currently working with partners on a local consultation and the key findings of the response will be presented to the Board.

5. The Drug and Alcohol Commissioner will present these areas, along with a general update on other areas of the drugs agenda (including the forthcoming

needs assessment, finance and contract updates and an update on the Terms of Reference for the Drug Strategy and Adult Commissioning Group).

6. Other reports will be presented to the Board as and when required.

7. Recommendation

The Board is asked to note the content of this report and note that more detailed presentations will be made at the meeting

Newcastle-based 'Tier 4' service for women (with children) with drug and/or alcohol problems

Communication Report
September 2010

Purpose of Report

This communication report provides an overview in relation to the forthcoming Newcastle-based 'Tier 4' service for women (with children) who have drug and /or alcohol problems jointly commissioned by Newcastle and Gateshead Councils.

It provides background information in relation to the project, an overview of the service model, as well as the current position and next steps

Background and Context

Drug treatment commissioners from Gateshead Council, Northumberland County Council and Newcastle City Council (the "Partners") were jointly awarded £1.3m capital funding from the National Treatment Agency (NTA) to provide a Newcastle-based Tier 4 drug treatment service for women (with children) with drug and/or alcohol problems. In July, Northumberland withdrew from the Partnership after agreement from the NTA.

This service is an accommodation project for women (with children) currently in a drug or alcohol Tier 2 or Tier 3 service with an identified keyworker, who require support to help them overcome drug or alcohol problems, assisting them to achieve and sustain abstinence by accessing appropriate treatment interventions. A care coordinated approach coupled with housing support will assist the women progress towards reintegration and recovery.

The draft eligibility is:

- Women (18+) and children typically under the age of 11
- Pregnant women (18+)
- On referral:
 - Offer of a place will be contingent on that there must be a reduction regime with clear timeline to be free from illicit drug misuse; free from prescribed medication and free from alcohol use at least 3 days prior to entry of the service.
 - Must be in drug or alcohol treatment at the time of referral with an active treatment care plan and have an identified housing need
- On access to the service:
 - Must be free of illicit drug misuse
 - Must be free from prescribed substitute medication
 - Must be free from alcohol use
 - Must have an active care/treatment plan and on-going worker involvement
- Consideration will also be given to women who may currently be separated from their children but for whom support within the Tier 4 designated accommodation will result in the parent being reunited with them
- where the current housing situation is reducing opportunities for recovery and reintegration and where accessing supported housing will help contribute to achievement of independent and sustainable tenancy, achieving a higher

quality of life, recovery and reintegration

Women accessing the service will have access to the following range of services to support a more stable life style in a family friendly environment:

- day time housing-related support and access to an on call system for outside normal working hours to enable women to access emergency support 24 hours per day;
- day time care coordination and support from drug treatment agencies across Newcastle and Gateshead (which includes, but is not limited to, access to an intensive 12-step base 12 week day programme);
- support to access mainstream support and community services to meet their needs, including wraparound parenting and family support in accordance to individual need;

Agencies delivering these ranges of interventions will work in partnership to ensure a coordinated approach to meet the holistic needs of tenants.

Service users will initially be accommodated in designated accommodation ('Accommodation Hub'), with access, as appropriate, to move-on accommodation with floating support ('Satellite Properties') within Newcastle for up to 2 years.

However, the Authorities are committed to enabling Service Users to move back to their original area of connection (Newcastle or Gateshead) upon service conclusion.

Accommodation and housing related support

Organisations were invited to tender for the following elements of the Tier 4 service through the North East Purchasing Organisation Portal

- purchase and refurbishment of 5 units of accommodation ("accommodation hub") using £1.3m National Treatment Agency capital funding from which the Tier 4 Service will be delivered;
- provision and refurbishment of 5 'dispersed units' to facilitate move on from the "accommodation hub" service;
- provision of housing-related support using Supporting People revenue funding at both the hub and move on accommodation;

Newcastle Procurement Committee approved award of contract in relation to the above to The Cyrenians in September 2009.

The Cyrenians have commenced work on the refurbishment of the accommodation hub at Ridley Villas and it is anticipated that the works will be completed to enable commencement of the Service in November 2010. A Service Manager has started in position and four Support Workers have been appointed and will start mid October, with two weeks for training prior to opening. Families will be phased in within the first weeks of opening.

Housing Support

The housing related support will be delivered under a contract between The Cyrenians and Newcastle Council on behalf of the Partners. The Supporting People revenue committed by Partners is based on a 60: 40 percentage split between Newcastle and Gateshead respectively (Newcastle will have 3 spaces; Gateshead 2). Referral rights will be in accordance with committed revenue

funding.

Drug and alcohol treatment

Tenants at the Hub and Satellite properties will continue to be supported by their existing treatment agency key workers within an agreed care coordinated model from their home Authority area.

The three Authorities respective Substance Misuse Commissioning Teams will be responsible for arranging appropriate prescribing arrangements with the relevant treatment provider where they apply.

Health

It is proposed that residents will have access to the designated Health Visitor resource from the City's statutory homeless accommodation via in-reach support.

The housing support provider will support tenants to register with appropriate GP facilities.

Universal Services

Universal services are key partners in the preventative approach to improving outcomes for children and young people. Key universal services would include:

- GP's, health visitors, midwives and school nurses
- Early education and childcare
Including - Sure Start local programmes; Children's Centres; extended schools; day nurseries; registered childminders;
- Primary and Secondary education
- FRISS; with access to the FIP service in Newcastle to meet their parenting needs

Next Steps and more information

The project is being coordinated and managed to draw together joint working protocols linked to the above, in conjunction with the capital development, in order for the project to open on target.

Partners are working to engage with the provider, stakeholders, service user groups and other relevant parties alongside this to develop a robust service model. These communication exercises are ongoing and will include the following:

Safe Newcastle Board
Adult Commissioning Group
Children's Board
Hidden Harm
Safeguarding Children
Safeguarding Adults Board

The project Steering Group on 24 September will sign off all draft documents for wider circulation.

Additional information can be obtained from:

Louise Lane : Commissioner for Preventative Services
Rachael Hope : Drug Strategy Coordinator, Safe Newcastle
Sharon Williams : Service Manager, Children's Services



Report to: Safe Newcastle Board

From: Gillian Tullock - Safe Newcastle

Report Title: Revisions to Safe Newcastle Constitution

Date: 30th September 2010

1. Purpose of the Report

1.1. This report is to seek approval of the Board to minor revisions to the Safe Newcastle constitution following the implementation of the Safe Newcastle review.

2. Background

2.1. The Safe Newcastle Board at its meeting in February 2010 agreed to the implementation of a new structure for the partnership in order to clarify governance and improve delivery. The new structure was implemented in April 2010 and briefly comprises a streamlined Board, a new Performance Management and Resources Group (PMRG) (which replaced the Responsible Authorities Group) and a series of theme based Strategic Delivery Groups (SDG). A Stakeholders Forum has also been established.

2.2. As a consequence, some minor revisions to the Safe Newcastle Constitution are required to reflect these changes. The constitution was originally adopted in August 2007 and a copy of the original document is attached at Appendix 1.

2.3. The constitution sets out the aims, powers and membership of the Safe Newcastle Partnership, conduct of meetings of the Board and other groups and sub-committees and rules relating to finance, procurement and contracting.

3. Details of the Changes

3.1. A copy of the amended constitution is attached at Appendix 2. with changes highlighted in **Bold**

3.2. The amendments comprise

- Page 1 - Paragraph 1.5 - changes in terminology to reflect establishment of the Performance Management and Resources Group
- Page 3 – Paragraph 3.2 – Amend “Crime and Disorder Reduction Partnership” to Community Safety Partnership in accordance with change in statutory designation
- Page 4 – Paragraph 5.1.1. – Delete “Responsible Authorities” and replace with PMRG to reflect new structure of the partnership (nb this change has been incorporated throughout the document)
- Page 6 – Paragraph 7.1.5 - Insert “relevant government departments, national and other bodies”.and delete reference to specific bodies. This change is to reflect potential changes to national and other bodies without the need for further revisions to the constitution
- Page 6 - add Paragraph 7.5 relating to voluntary, community and business sector representation on the Board
- Page 6 Paragraph 7.4 – insert “ invited “ – to reflect streamlined nature of Board
- Page 8 – Insert new section 8. This section outlines the role and responsibilities of the PMRG and replaces the former section relating to the Responsible Authorities
- Page 10 – Insert new section 10 – this new section refers to the role and responsibilities of the newly established SDGs

4. Recommendation

4.1 The Board is asked to

- recommend approval of the changes to the Safe Newcastle constitution as set out in paragraph 3.2
- In accordance with the requirements of section 16 to circulate the proposed changes to all partner organisations of Safe Newcastle

Constitution of Safe Newcastle

Contents –

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1. Terminology used in this Constitution.

- 1.1 “PARTNERSHIP” refers to Safe Newcastle in its entirety, not just the Board¹
- 1.2 “MEMBER” refers to an organisation that has joined Safe Newcastle. Membership arrangements of Safe Newcastle are described in more detail in Clause 5.
- 1.3 “REPRESENTATIVE” refers to a person who attends a Safe Newcastle meeting on behalf of a MEMBER organisation.
- 1.4 The “BOARD” is the strategic body for Safe Newcastle and is described in more detail in Clause 7.
- 1.5 The “Responsible Authorities Group” is the body that deals with the day to day management of Safe Newcastle and its work. It is described in more detail in Clause 8.
- 1.6 “Safe Newcastle staff” refers to those posts that have been created and resourced by the partnership to facilitate and manage its work. Safe Newcastle staffing arrangements are described in more detail in Clause 14.

¹ The use of the word PARTNERSHIP in this document is not intended to create, or imply any intention by the MEMBER organisations to create, any formal legal partnership.

2. Name of the PARTNERSHIP

- 2.1 The name of the PARTNERSHIP is Safe Newcastle
- 2.2 The area of benefit is that defined by the boundaries of the City of Newcastle upon Tyne (hereafter referred to throughout as Newcastle Upon Tyne)

3. Aims of the PARTNERSHIP

The aims of the PARTNERSHIP are:

- 3.1 To enable communities and organisations in Newcastle upon Tyne to work together and co-operate to reduce
- crime;
 - anti-social behaviour;
 - use of drugs;
 - use of alcohol;
 - behaviour adversely affecting the environment²
 - fear of crime; and
 - the harm and impact of all of these.
- To thus improve for all people within Newcastle upon Tyne
- health and wellbeing of individuals and families;
 - community safety; and
 - community confidence.
- 3.2 To act as the statutory Crime and Disorder Reduction Partnership (CDRP) and the Drug Action Team (DAT) for Newcastle upon Tyne; thus taking on all the statutory and strategic responsibilities of these bodies as enshrined in law³ or government strategies and guidance.
- 3.3 To participate in the development and delivery of the work of the Newcastle Partnership (the Local Strategic Partnership (LSP) for Newcastle upon Tyne)

² According to definition in any current National Guidance

³ The Crime and Disorder Act 1998, Police Reform Act 2002, Police and Justice Act 2006 or subsequent amendments to these Acts plus other Acts that place duties on Crime and Disorder Reduction Partnerships (CDRP)

4. Powers of the PARTNERSHIP

In order to achieve its aims the PARTNERSHIP has the power to:

- 4.1 Develop, implement, monitor and review multi-agency strategies, policies and protocols.
- 4.2 This will require:
 - 4.2.1 Raising funds by any lawful means
 - 4.2.2 Creating, resourcing and managing staff posts to facilitate and manage the work of the PARTNERSHIP (these staff cannot act as REPRESENTATIVES of any individual MEMBER organisation within Safe Newcastle meetings)
 - 4.2.3 Commissioning services and projects
 - 4.2.4 Cooperating and exchanging information and advice with organisations and partnerships locally, regionally and nationally
 - 4.2.5 Engaging a diverse range of communities, organisations and businesses
- 4.3 Carry out any other tasks which are permitted by law and which are necessary in carrying out the aims of the PARTNERSHIP.

5. Membership of the PARTNERSHIP

5.1 MEMBERS of the PARTNERSHIP include:

- 5.1.1 **Statutory MEMBERS** being those organisations defined currently as Responsible Authorities within the Crime and Disorder Act 1998, the Police Reform Act 2002 or defined in any subsequent amended version of these Acts.

The list of Statutory MEMBERS organisations will be reviewed when required by changes in legislation, guidance or organisational structures.

Statutory MEMBER organisations will have REPRESENTATIVES participating in the Board, the Responsible Authorities group, sub-committees and other sub-groups of the PARTNERSHIP, as appropriate

- 5.1.2 **Cooperating MEMBERS** being those organisations referred to in legislation⁴ or government guidance⁵ as cooperating bodies that are essential to partnership working in one or more of the strategy or policy areas delivered by the PARTNERSHIP

⁴ The Crime and Disorder Act 1998, Police Reform Act 2002, Police and Justice Act 2006 or subsequent amendments to these Acts plus other Acts that place duties on Crime and Disorder Reduction Partnerships (CDRP)

⁵ Current and future guidance pertaining to Crime and Disorder Reduction Partnerships and/or Drug Action Teams

The list of Cooperating MEMBERS will be reviewed when required by changes in legislation, guidance or organisational structures.

Cooperating MEMBER organisations will have REPRESENTATIVES participating in the Board, sub-committees and other sub-groups of the PARTNERSHIP, as appropriate.

- 5.1.3 **Associate MEMBERS** being those organisations operating partly or wholly within Newcastle upon Tyne who support the aims of the PARTNERSHIP. These organisations will have chosen to align their work and interests with that of the PARTNERSHIP and/or may wish to influence the work and priorities of the PARTNERSHIP. This may include Groups and Fora who are made up of individuals who are beneficiaries of Safe Newcastle's work.

Associate MEMBER organisations will have REPRESENTATIVES participating in the sub-groups of the PARTNERSHIP, as appropriate.

- 5.2 The **Board** has the right to end an organisation's membership if:
- 5.2.1 the organisation breaches the Code of Conduct for MEMBER organisations; or
 - 5.2.2 the MEMBER organisation is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that MEMBER organisation has the right to put their case to a Board meeting before a final decision is made.
- 5.3 The **Board** must keep a list of MEMBER organisations of the PARTNERSHIP. Such a list shall be available for inspection by any person within a reasonable time following a written request made to the Chair of the Board.

6. GENERAL MEETINGS

- 6.1 There are two types of General Meeting to which all MEMBER organisations must be invited
- 6.1.1 An **Annual General Meeting** which must be held in each calendar year, no longer than 15 months since the previous Annual Meeting, to deal with the following business:
 - 6.1.1.1 Receive and consider the Annual Report of Safe Newcastle
 - 6.1.1.2 Reviewing the progress in implementing the strategy of the PARTNERSHIP
 - 6.1.1.3 Identifying gaps in the work
 - 6.1.1.4 Contributing to the identification of priorities for the upcoming year
 - 6.1.2 An **Extra-ordinary General Meeting** which will be held at any time if the Board calls one; or
 - 6.1.3 At least five MEMBER organisations can write to the Chair of the Board requesting that an Extra-ordinary General Meeting is called, clearly stating the reason for the request. The Chair of the Board will then consult with the Vice

Chair and will call an Extra-ordinary General Meeting if it is deemed that the issue cannot be resolved by another means.

- 6.2 14 days notice of a General Meeting must be given to all MEMBER organisations. Individual notices shall either be sent to all MEMBER organisations or a notice shall be displayed in a public place accessible to all MEMBER organisations.
- 6.3 The Chair of the Board, or in their absence the Vice Chair of the Board, takes the Chair at any General Meeting (Clause 7.13 below refers). If neither can attend then a REPRESENTATIVE of a Statutory MEMBER organisation shall be elected by a show of hands by way of a majority vote to take the Chair for that meeting only.
- 6.4 All Recommendations emerging from a General Meeting will be raised for discussion and approval at a Board meeting convened within three months of the date of the General Meeting.

7. The Board

- 7.1 The Board is the strategic body for Safe Newcastle and is responsible for:
 - 7.1.1 Leading policy and strategy on behalf of Safe Newcastle
 - 7.1.2 Leading resource approval and management of Safe Newcastle
 - 7.1.3 Leading key relationship management within Safe Newcastle and with other Organisations and Partnerships
 - 7.1.4 Performance managing the delivery of the Safe Newcastle strategy
 - 7.1.5 Strategic and financial accountability to Government Office for the North East, Home Office, National Treatment Agency for Substance Misuse and other bodies as appropriate.
- 7.2 The Board will meet as required but shall convene not less than four times in each financial year.
- 7.3 The meetings of the Board will be open to the public but the Chair may ask the press, public, and/or Advisers to leave the meeting if the agenda item to be discussed requires it
- 7.4 The Board will be made up of REPRESENTATIVES of Statutory MEMBER organisations and Cooperating MEMBER organisations. Each Statutory MEMBER organisation and each Cooperating MEMBER organisation will be invited to nominate a specified number of REPRESENTATIVES (who shall be named individuals) to participate in the Board on their behalf.
- 7.5 Co-operating MEMBER organisations may decide not to take up one or more of the places that have been allocated to them provided that this is put in writing to the Chair. The Cooperating MEMBER organisation can reverse this decision at any time.

- 7.6 REPRESENTATIVES on the Board may have a named SUBSTITUTE to take their place if they cannot attend. SUBSTITUTES will have the right to participate in any vote.
- 7.7 The Board may co-opt other organisations or individuals whose REPRESENTATIVE shall have voting rights at meetings. There will be no more than 4 co-optees at any one time.
- 7.8 The Board may also invite others to attend its meetings in the capacity of Adviser. Advisers will be able to participate in discussions but will not be able to vote.
- 7.9 The Board may also invite others to attend its meetings to support the participation of REPRESENTATIVES. Support Officers will be able to participate in discussions but will not be able to vote.
- 7.10 The list of MEMBER organisations and their REPRESENTATIVES making up the Board will be reviewed by the Board, at a Board meeting, at least once a year or if circumstances require it.
- 7.11 REPRESENTATIVES on the Board will remain on the Board as long as their organisation wishes them to fulfil those responsibilities. MEMBER organisations must inform the Chair in writing if a REPRESENTATIVE or named SUBSTITUTE is changing.
- 7.12 All REPRESENTATIVES on the Board must elect a Chair and a Vice Chair from amongst the REPRESENTATIVES of Statutory MEMBER organisations. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.
- 7.13 The Board may take a vote to remove a REPRESENTATIVE from the Board if:
- 7.13.1 the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
- 7.13.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a Board meeting before a final decision is made.
- 7.14 No decision can be taken at a Board meeting unless at least one third of the total of REPRESENTATIVES from Statutory and Cooperating MEMBER organisations are present.
- 7.15 If consensus cannot be reached, issues will be decided by a majority of the votes cast by the REPRESENTATIVES present. In the case of equality of votes, the Chair has a casting vote.
- 7.16 The Board must make provision to keep safe all records relating to the PARTNERSHIP.

8. Responsible Authorities Group (RAs Group)

- 8.1 The Responsible Authorities Group is responsible for enabling Statutory MEMBER organisations to discharge their statutory responsibilities together, working with and through the PARTNERSHIP. It acts as a body that deals with the day to day management of the PARTNERSHIP and its work. In particular, the Group is responsible for:
- 8.1.1 Coordinating the implementation and review of strategy and policy of the PARTNERSHIP
 - 8.1.2 Highlighting emerging strategic priorities and developing suitable responses
 - 8.1.3 Carrying out performance management in between Board meetings
 - 8.1.4 Managing and monitoring financial resources (as delegated by the Board)
- 8.2 The Board can delegate other specific tasks relating to the facilitation of the work of the PARTNERSHIP to the Responsible Authorities Group.
- 8.3 The Responsible Authorities Group will convene as required but not less than 6 times in each financial year.
- 8.4 The Responsible Authorities Group shall consist of the Statutory MEMBER organisations of the Partnership. Each Statutory MEMBER organisation will be invited to nominate at least one and no more than two REPRESENTATIVES (who shall be named individuals) to participate in the Responsible Authorities group on their behalf.
- 8.5 REPRESENTATIVES on the Responsible Authorities group may have a named SUBSTITUTE to take their place if they cannot attend. SUBSTITUTES will be able to vote.
- 8.6 The Responsible Authorities Group may also invite others to attend its meetings in the capacity of Adviser. Advisers will be able to participate in discussions but will not be able to vote.
- 8.7 The Responsible Authorities Group may also invite others to attend its meetings in the capacity of Observer. Observers may be invited by the Chair to participate in discussions but will not be able to vote.
- 8.8 The Chair may ask Advisers and/or Observers to leave the meeting if the agenda item to be discussed requires it
- 8.9 The list of REPRESENTATIVES of Statutory MEMBER organisations making up the Responsible Authorities Group will be reviewed by the Responsible Authorities group, at a meeting, at least once a year or when circumstances require it.
- 8.10 No decision can be taken at a Responsible Authorities group meeting unless a majority of Statutory MEMBER organisations are present.

- 8.11 If consensus cannot be reached, issues will be decided by a majority of the votes cast by the REPRESENTATIVES present. In the case of equality of votes, the Chair has a casting vote.
- 8.12 REPRESENTATIVES on the Responsible Authorities Group must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.
- 8.13 The Responsible Authorities Group may take a vote to remove a REPRESENTATIVE from the Group if:
- 8.13.1 the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
 - 8.13.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a Responsible Authorities Group meeting before a final decision is made.

9. Sub-committees of the Board

- 9.1 The Board can establish sub-committees which have fully delegated powers and accountability for a defined area of work. This may include financial management and resource allocation decisions.
- 9.2 The Board can establish sub-committees in conjunction with other Partnerships if appropriate
- 9.3 The Board must keep a list of the sub-committees it has established. Such a list being available for inspection upon written request.
- 9.4 Sub-committees will have Terms of Reference. Terms of Reference must be agreed by the Board and by the REPRESENTATIVES involved in the sub-committee. Terms of Reference will be reviewed every two years or more frequently if required.
- 9.5 Sub-committees must report back to the Board and shall be accountable to the Board.
- 9.6 Sub-committees must work in liaison with the Responsible Authorities group.
- 9.7 Sub-committees will be made up of appropriate REPRESENTATIVES of selected Statutory and Cooperating MEMBER organisations and Co-optees in accordance with their role and taking into consideration any government guidance⁶ that may apply.
- 9.8 A Sub-committee may also invite others to attend its meetings in the capacity of Adviser.
- 9.9 A Sub-committee may also invite others to attend its meetings in the capacity of Observer.

⁶ Current and future guidance pertaining to Crime and Disorder Partnerships and/or Drug Action Teams

- 9.10 The Chair may ask Advisers and/or Observers to leave the meeting if the agenda item to be discussed requires it
- 9.11 REPRESENTATIVES on a sub-committee must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.
- 9.12 A sub-committee may ask the Board to take a vote to remove a REPRESENTATIVE from the sub-committee if:
- 9.12.1 the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
- 9.12.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a Board meeting before a final decision is made.

10. Other Safe Newcastle sub-groups and working meetings

- 10.1 Sub-groups can also be established which will take on one or more of the following functions:
- 10.1.1 advising on an area of policy, strategy or service delivery (Advisory group)
- 10.1.2 delivering policy, strategy and/or service changes on behalf of Safe Newcastle (Implementation group).
- 10.1.3 carrying out multi-agency problem solving and organising tactical delivery, for example in relation to a crime type and/or a particular geographical footprint. (Problem solving group)
- 10.1.4 carrying out a defined piece of work in a specific timescale (Task Group)
- 10.2 Sub-groups can be established by the Board, the Responsible Authorities group, a sub-committee or by another sub-group if required to take forward the work that has been delegated to them. (The structure that has established a sub-group is referred to henceforth as the Parent Group).
- 10.3 All types of sub-groups can be established in conjunction with other Partnerships if appropriate. Parent Groups must notify their own Parent Group and the Board of any such arrangements.
- 10.4 All Parent Groups must keep a list of the sub-groups they have established.
- 10.5 All sub-groups will have Terms of Reference. The only exception will be short-term Task Groups. Terms of Reference must be agreed by the Parent Group and those involved in the group concerned. Terms of Reference will be reviewed every two years or as required.
- 10.6 Sub-groups must report back to their Parent Group, the Responsible Authorities group and/or the Board, according to arrangements outlined in their Terms of Reference. The

Board in all instances shall have ultimate control and sanction in relation to the works carried out by any sub-group.

- 10.7 Sub-groups will be made up of an appropriate selection of REPRESENTATIVES of Statutory, Cooperating and Associate MEMBER organisations and Safe Newcastle staff in accordance with the role of the sub-group and taking into consideration any government guidance that may apply.
- 10.8 Those on a sub-group must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office. Any variation on this will be outlined in the Terms of Reference.
- 10.9 A REPRESENTATIVE on a sub-group may be removed if the majority of other REPRESENTATIVES on the Group agree that they have either:
- 10.9.1 breached the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
 - 10.9.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to the sub-group before a final decision is made.
- 10.10 REPRESENTATIVES from MEMBER organisations may also carry out their work together in ad hoc working meetings. These should complement and not replace discussions or decisions within the Board, the Responsible Authorities group, a sub-committee or a formal sub-group.
- 10.11 Those involved in an ad hoc working meeting can apply to become a formal sub-group by devising Terms of Reference and discussing them in the first instance with an appropriate Parent Group, or the Responsible Authorities group.

11. Representatives of Safe Newcastle

- 11.1 REPRESENTATIVES of MEMBER organisations or one of the staff of Safe Newcastle can be selected to represent the PARTNERSHIP on external groups, committees or other Partnerships.
- 11.2 All requests for a Representative of Safe Newcastle must be channelled through the Responsible Authorities Group who will either make arrangements to meet the request or refer to the Board, a sub-committee, or a sub-group according to the nature of the request.
- 11.3 The PARTNERSHIP will make arrangements for Representatives of Safe Newcastle to have an agreed point of contact (e.g. a Safe Newcastle staff member, a Safe Newcastle group) to support them and assist in communicating their activity to other

relevant Partners. Decisions for this will be taken on an individual basis depending on the nature of the role being undertaken.

- 11.4 The Board will keep a list of Safe Newcastle representatives on groups, committees or other Partnerships. Such a list shall be available for inspection upon written request.
- 11.5 The list of Safe Newcastle representatives will be reviewed by the Board, at a Board meeting, at least once a year or if circumstances require it.

12. Finance

- 12.1 All funds belonging to, or raised for, Safe Newcastle will be paid directly into an account or accounts operated by, and in the name of, a MEMBER organisation at a bank or building society. The nominated MEMBER organisation will be determined by the Board, unless there are specific stipulations by the funding donor as to who must be the accountable body.
- 12.2 MEMBER organisations that bank funds on behalf of Safe Newcastle will use accounting procedures that meet the standards required by their own auditors.
- 12.3 MEMBER organisations that bank funds on behalf of Safe Newcastle will ensure systems are in place to meet PARTNERSHIP and external reporting requirements, in conjunction with relevant Partners and Safe Newcastle staff.
- 12.4 No REPRESENTATIVE of a MEMBER organisation on the Board, Responsible Authorities Group, Sub-Committee or Sub-Group can receive any payment or other benefit from Safe Newcastle's funds except for reasonable out of pocket expenses properly incurred for the purposes of Safe Newcastle
- 12.5 All funds belonging to, or raised for, or help on behalf of, Safe Newcastle can only be used in furthering its aims (as defined in Clause 3.1)

13. Procurement and contracting

- 13.1 Safe Newcastle will nominate one of its MEMBER organisations to act as 'the lead organisation' for each of the projects or services it wants to be provided. The lead organisation will be determined by the Board, the Responsible Authorities Group or the sub-committee with delegated responsibility for the particular area of work.
- 13.2 The appointment of the lead organisation shall in each case be subject to its agreement and will be on the basis (unless otherwise expressly agreed) that the lead organisation will be solely responsible for the delivery of the relevant project or service, (including the procurement of any necessary contracts) subject only to the provision or any funding or other assistance expressly agreed by the PARTNERSHIP or any of its MEMBER organisations.
- 13.3 Any lead organisation carrying out procurement and contracting in relation to any project or service being resourced under the auspices of the PARTNERSHIP will use

procedures that meet the standards required by legislation, their inspection body(ies) and any Compacts that are in place between that MEMBER organisation and the voluntary and community sectors.

- 13.4 Any lead organisation entering into contracts in relation to any project or service being resourced under the auspices of the PARTNERSHIP will ensure requirements are in place for such contractors to meet PARTNERSHIP performance and financial reporting requirements, in conjunction with relevant MEMBER organisations and Safe Newcastle staff.
- 13.5 Any lead organisation can not create or amend contracts or service/project specifications without the full knowledge of the relevant Safe Newcastle group.

14. Safe Newcastle staffing arrangements

- 14.1 The Board and its sub-committees, in conjunction with the Responsible Authorities Group, may create and resource staff posts to facilitate and manage the work of the PARTNERSHIP and to act as specialist advisers to the PARTNERSHIP.
- 14.2 Safe Newcastle will nominate one of its MEMBER organisations to act as the employer for each of the staff posts it creates ('the Employer Organisation'). Such appointment will be subject in each case to the agreement of the Employer Organisation which, will agree with Safe Newcastle the day-to-day management arrangements for each of the posts.
- 14.3 Safe Newcastle and its MEMBER organisations shall indemnify the employer in respect of all costs associated with the employment in proportions to be agreed between its MEMBER organisations (except to the extent the Employer Organisation may have expressly agreed to meet them itself) including any redundancy costs or other compensation payable on the termination of the employment.
- 14.4 The Employer Organisation will use its own procedures for the recruitment and management of the relevant staff post.
- 14.5 Safe Newcastle staff cannot act as REPRESENTATIVES of any individual MEMBER organisation within Safe Newcastle meetings.
- 14.6 Safe Newcastle staff may be asked to attend the Board, the Responsible Authorities Group or a Sub-committee of the Board in the capacity of Adviser (see Clauses 7, 8 and 9)
- 14.7 Safe Newcastle staff may be tasked to facilitate and participate in the work of Safe Newcastle sub-groups and working meetings (see Clause 10)
- 14.8 Safe Newcastle staff can be selected to represent the PARTNERSHIP on external groups, committees or other partnerships (see Clause 11)

15. Amending the Constitution

- 15.1 Recommended changes to this Constitution will be discussed in the first instance at a Board meeting who shall then make arrangements for the proposed amendment(s) to be circulated for consideration of all MEMBER organisations.
- 15.2 MEMBER organisations will be invited to express their views on the proposed amendment(s):
 - 15.2.1 At an Extra-ordinary General Meeting (See Clause 6) called by the Board; or
 - 15.2.2 In writing to a named contact.
- 15.3 A minimum of 4 weeks will be allowed for MEMBER organisations to express their views on the proposed amendment(s).
- 15.4 The Board shall receive compiled feedback from all MEMBER organisations and then take a vote as to whether to adopt each of the proposed amendments to the Constitution.
- 15.5 No changes of a fundamental nature can be made to:
 - 15.5.1 Clause 15 (This clause)
 - 15.5.2 Clause 16 (Closing the partnership)

16. Closing the PARTNERSHIP

- 16.1 If the Board decides that it is necessary to close the PARTNERSHIP it must call an Extra-ordinary General Meeting of all MEMBER organisations and explain their intention to them.
- 16.2 MEMBER organisations will be given the opportunity to express their views on the proposed closure both:
 - 16.2.1 At the Extra-ordinary General Meeting; and
 - 16.2.2 In writing to a named contact.
- 16.3 A minimum of 4 weeks will be allowed for MEMBER organisations to express their views on the proposed closure.
- 16.4 The Board shall receive compiled feedback from all MEMBER organisations and then take a vote to close the PARTNERSHIP.
- 16.5 The Board may then make arrangements to close the PARTNERSHIP ensuring that any statutory requirements are met.
- 16.6 Any assets remaining after all debts and liabilities have been paid must be transferred to one or more MEMBER organisations or to one or more Partnerships with aims similar to those of Safe Newcastle. The distribution of these assets will be decided by the Board.

17. Adopting the Constitution *(to be signed on final version)*

This constitution was adopted at a Board Meeting held on		_____
		(Date)
Signed:		
Chair of meeting:	_____	_____
	(Name)	(Signature)
Vice Chair of meeting:	_____	_____
	(Name)	(Signature)

Constitution of Safe Newcastle

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1. Terminology used in this Constitution.

- 1.1 “PARTNERSHIP” refers to Safe Newcastle in its entirety, not just the Board¹
- 1.2 “MEMBER” refers to an organisation that has joined Safe Newcastle. Membership arrangements of Safe Newcastle are described in more detail in Clause 5.
- 1.3 “REPRESENTATIVE” refers to a person who attends a Safe Newcastle meeting on behalf of a MEMBER organisation.
- 1.4 The “BOARD” is the strategic body for Safe Newcastle and is described in more detail in Clause 7.
- 1.5 The “**Performance Management and Resources** Group” is the body that **supports the Board to develop and deliver its strategy, manages performance and allocates resources and commissions in line with the framework set by the Board** It is described in more detail in Clause 8.

¹ The use of the word PARTNERSHIP in this document is not intended to create, or imply any intention by the MEMBER organisations to create, any formal legal partnership.

- 1.6 “Safe Newcastle staff” refers to those posts that have been created and resourced by the partnership to facilitate and manage its work. Safe Newcastle staffing arrangements are described in more detail in Clause 15.

2. Name of the PARTNERSHIP

- 2.1 The name of the PARTNERSHIP is Safe Newcastle
- 2.2 The area of benefit is that defined by the boundaries of the City of Newcastle upon Tyne (hereafter referred to throughout as Newcastle Upon Tyne)

3. Aims of the PARTNERSHIP

The aims of the PARTNERSHIP are:

- 3.1 To enable communities and organisations in Newcastle upon Tyne to work together and co-operate to reduce
- crime;
 - anti-social behaviour;
 - use of drugs;
 - use of alcohol;
 - behaviour adversely affecting the environment²
 - fear of crime; and
 - the harm and impact of all of these.
- To thus improve for all people within Newcastle upon Tyne
- health and wellbeing of individuals and families;
 - community safety; and
 - community confidence.
- 3.2 To act as the statutory **Community Safety Partnership (CSP)** and the Drug Action Team (DAT) for Newcastle upon Tyne; thus taking on all the statutory and strategic responsibilities of these bodies as enshrined in law³ or government strategies and guidance.
- 3.3 To participate in the development and delivery of the work of the Newcastle Partnership (the Local Strategic Partnership (LSP) for Newcastle upon Tyne)

² According to definition in any current National Guidance

³ The Crime and Disorder Act 1998, Police Reform Act 2002, Police and Justice Act 2006 or subsequent amendments to these Acts plus other Acts that place duties on Crime and Disorder Reduction Partnerships (CDRP)

4. Powers of the PARTNERSHIP

In order to achieve its aims the PARTNERSHIP has the power to:

- 4.1 Develop, implement, monitor and review multi-agency strategies, policies and protocols.
- 4.2 This will require:
 - 4.2.1 Raising funds by any lawful means
 - 4.2.2 Creating, resourcing and managing staff posts to facilitate and manage the work of the PARTNERSHIP (these staff cannot act as REPRESENTATIVES of any individual MEMBER organisation within Safe Newcastle meetings)
 - 4.2.3 Commissioning services and projects
 - 4.2.4 Cooperating and exchanging information and advice with organisations and partnerships locally, regionally and nationally
 - 4.2.5 Engaging a diverse range of communities, organisations and businesses
- 4.3 Carry out any other tasks which are permitted by law and which are necessary in carrying out the aims of the PARTNERSHIP.

5. Membership of the PARTNERSHIP

5.1 MEMBERS of the PARTNERSHIP include:

- 5.1.1 **Statutory MEMBERS** being those organisations defined currently as Responsible Authorities within the Crime and Disorder Act 1998, the Police Reform Act 2002 or defined in any subsequent amended version of these Acts.

The list of Statutory MEMBERS organisations will be reviewed when required by changes in legislation, guidance or organisational structures.

Statutory MEMBER organisations will have REPRESENTATIVES participating in the Board, the **Performance Management and Resources Group**, sub-committees and **Strategy Delivery Groups** of the PARTNERSHIP, as appropriate

- 5.1.2 **Cooperating MEMBERS** being those organisations referred to in legislation⁴ or government guidance⁵ as cooperating bodies that are essential to partnership working in one or more of the strategy or policy areas delivered by the PARTNERSHIP

⁴ The Crime and Disorder Act 1998, Police Reform Act 2002, Police and Justice Act 2006 or subsequent amendments to these Acts plus other Acts that place duties on Crime and Disorder Reduction Partnerships (CDRP)

⁵ Current and future guidance pertaining to Crime and Disorder Reduction Partnerships and/or Drug Action Teams

The list of Cooperating MEMBERS will be reviewed when required by changes in legislation, guidance or organisational structures.

Cooperating MEMBER organisations will have REPRESENTATIVES participating in the Board, **Performance Management and Resources Group ,sub-committees and Strategy Delivery Groups** of the PARTNERSHIP, as appropriate.

- 5.1.3 **Associate MEMBERS** being those organisations operating partly or wholly within Newcastle upon Tyne who support the aims of the PARTNERSHIP. These organisations will have chosen to align their work and interests with that of the PARTNERSHIP and/or may wish to influence the work and priorities of the PARTNERSHIP. This may include Groups and Fora who are made up of individuals who are beneficiaries of Safe Newcastle's work.

Associate MEMBER organisations will have REPRESENTATIVES participating in the **Strategy Delivery Groups of the PARTNERSHIP**, as appropriate.

- 5.2 The **Board** has the right to end an organisation's membership if:
- 5.2.1 the organisation breaches the Code of Conduct for MEMBER organisations; or
 - 5.2.2 the MEMBER organisation is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that MEMBER organisation has the right to put their case to a Board meeting before a final decision is made.
- 5.3 The **Board** must keep a list of MEMBER organisations of the PARTNERSHIP. Such a list shall be available for inspection by any person within a reasonable time following a written request made to the Chair of the Board.

6. GENERAL MEETINGS

- 6.1 There are two types of General Meeting to which all MEMBER organisations must be invited
- 6.1.1 An **Annual General Meeting** which must be held in each calendar year, no longer than 15 months since the previous Annual Meeting, to deal with the following business:
 - 6.1.1.1 Receive and consider the Annual Report of Safe Newcastle
 - 6.1.1.2 Reviewing the progress in implementing the strategy of the PARTNERSHIP
 - 6.1.1.3 Identifying gaps in the work
 - 6.1.1.4 Contributing to the identification of priorities for the upcoming year
 - 6.1.2 An **Extra-ordinary General Meeting** which will be held at any time if the Board calls one; or
 - 6.1.3 At least five MEMBER organisations can write to the Chair of the Board requesting that an Extra-ordinary General Meeting is called, clearly stating the reason for the request. The Chair of the Board will then consult with the Vice

Chair and will call an Extra-ordinary General Meeting if it is deemed that the issue cannot be resolved by another means.

- 6.2 14 days notice of a General Meeting must be given to all MEMBER organisations. Individual notices shall either be sent to all MEMBER organisations or a notice shall be displayed in a public place accessible to all MEMBER organisations.
- 6.3 The Chair of the Board, or in their absence the Vice Chair of the Board, takes the Chair at any General Meeting (Clause 7.13 below refers). If neither can attend then a REPRESENTATIVE of a Statutory MEMBER organisation shall be elected by a show of hands by way of a majority vote to take the Chair for that meeting only.
- 6.4 All Recommendations emerging from a General Meeting will be raised for discussion and approval at a Board meeting convened within three months of the date of the General Meeting.

7. The Board

- 7.1 The Board is the strategic body for Safe Newcastle and is responsible for:
 - 7.1.1 Leading policy and strategy on behalf of Safe Newcastle
 - 7.1.2 Leading resource approval and management of Safe Newcastle
 - 7.1.3 Leading key relationship management within Safe Newcastle and with other Organisations and Partnerships
 - 7.1.4 Performance managing the delivery of the Safe Newcastle strategy
 - 7.1.5 Strategic and financial accountability to relevant Government departments, national and other bodies as appropriate.**
- 7.2 The Board will meet as required but shall convene not less than four times in each financial year.
- 7.3 The meetings of the Board will be open to the public but the Chair may ask the press, public, and/or Advisers to leave the meeting if the agenda item to be discussed requires it
- 7.4 The Board will be made up of REPRESENTATIVES of Statutory MEMBER organisations and **invited** Cooperating MEMBER organisations. Each Statutory MEMBER organisation and each Cooperating MEMBER organisation will be invited to nominate a specified number of REPRESENTATIVES (who shall be named individuals) to participate in the Board on their behalf.
- 7.5 **In addition the Board will have a Voluntary Sector, Community and Business Sector Representative**
- 7.6 Invited Co-operating MEMBER organisations may decide not to take up one or more of the places that have been allocated to them provided that this is put in writing to the Chair. The Cooperating MEMBER organisation can reverse this decision at any time.

- 7.7 REPRESENTATIVES on the Board **should** have a named SUBSTITUTE to take their place if they cannot attend. SUBSTITUTES will have the right to participate in any vote.
- 7.8 The Board may co-opt other organisations or individuals whose REPRESENTATIVE shall have voting rights at meetings. There will be no more than 4 co-optees at any one time.
- 7.9 The Board may also invite others to attend its meetings in the capacity of Adviser. Advisers will be able to participate in discussions but will not be able to vote.
- 7.10 The Board may also invite others to attend its meetings to support the participation of REPRESENTATIVES. Support Officers will be able to participate in discussions but will not be able to vote.
- 7.11 The list of MEMBER organisations and their REPRESENTATIVES making up the Board will be reviewed by the Board, at a Board meeting, at least once a year or if circumstances require it.
- 7.12 REPRESENTATIVES on the Board will remain on the Board as long as their organisation wishes them to fulfil those responsibilities. MEMBER organisations must inform the Chair in writing if a REPRESENTATIVE or named SUBSTITUTE is changing.
- 7.13 All REPRESENTATIVES on the Board must elect a Chair and a Vice Chair from amongst the REPRESENTATIVES of Statutory MEMBER organisations. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.
- 7.14 The Board may take a vote to remove a REPRESENTATIVE from the Board if:
- 7.14.1 the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
 - 7.14.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a Board meeting before a final decision is made.
- 7.15 No decision can be taken at a Board meeting unless at least one third of the total of REPRESENTATIVES from Statutory and Cooperating MEMBER organisations are present.
- 7.16 If consensus cannot be reached, issues will be decided by a majority of the votes cast by the REPRESENTATIVES present. In the case of equality of votes, the Chair has a casting vote.
- 7.17 The Board must make provision to keep safe all records relating to the PARTNERSHIP.

8. Performance Management and Resources Group (PMRG)

- 8.1 The PMRG is responsible for enabling Statutory MEMBER organisations to discharge their statutory responsibilities together, working with and through the PARTNERSHIP. It acts as a body that deals with the day to day management of the PARTNERSHIP and its work. In particular, the Group is responsible for:**
- 8.1.1 Monitoring partnership and delivery group performance, providing support in achieving the strategic aims set out by the Safe Newcastle Board and reporting any exceptions i.e. poor performance, outstanding performance to the Board; and**
 - 8.1.2 Providing operational support, guidance and advice to the strategic delivery groups.**
-
- 8.2 The Board can delegate other specific tasks relating to the facilitation of the work of the PARTNERSHIP to the PMRG.**
- 8.3 The PMRG will convene as required but not less than 6 times in each financial year.**
- 8.4 The PMRG shall consist of the Statutory MEMBER organisations of the Partnership. Each Statutory MEMBER organisation will be invited to nominate at least one and no more than two REPRESENTATIVES (who shall be named individuals) to participate in the PMRG on their behalf.**
- 8.5 REPRESENTATIVES on the PMRG may have a named SUBSTITUTE to take their place if they cannot attend. SUBSTITUTES will be able to vote.**
- 8.6 The PMRG may also invite others to attend its meetings in the capacity of Adviser. Advisers will be able to participate in discussions but will not be able to vote.**
- 8.7 The PMRG may also invite others to attend its meetings in the capacity of Observer. Observers may be invited by the Chair to participate in discussions but will not be able to vote.**
- 8.8 The Chair may ask Advisers and/or Observers to leave the meeting if the agenda item to be discussed requires it**
- 8.9 The list of REPRESENTATIVES of Statutory MEMBER organisations making up the PMRG will be reviewed by the PMRG at least once a year or when circumstances require it.**
- 8.10 No decision can be taken at a PMRG meeting unless a majority of Statutory MEMBER organisations are present.**

- 8.11 **If consensus cannot be reached, issues will be decided by a majority of the votes cast by the REPRESENTATIVES present. In the case of equality of votes, the Chair has a casting vote.**
- 8.12 **REPRESENTATIVES on the PMRG must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.**
- 8.13 **The PMRG may take a vote to remove a REPRESENTATIVE from the Group if:**
- 8.13.1 **the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or**
- 8.13.2 **the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,**
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a PMRG meeting before a final decision is made.**

9. Sub-committees of the Board

- 9.1 The Board can establish sub-committees which have fully delegated powers and accountability for a defined area of work. This may include financial management and resource allocation decisions.
- 9.2 The Board can establish sub-committees in conjunction with other Partnerships if appropriate
- 9.3 The Board must keep a list of the sub-committees it has established. Such a list being available for inspection upon written request.
- 9.4 Sub-committees will have Terms of Reference. Terms of Reference must be agreed by the Board and by the REPRESENTATIVES involved in the sub-committee. Terms of Reference will be reviewed every two years or more frequently if required.
- 9.5 Sub-committees must report back to the Board and shall be accountable to the Board.
- 9.6 Sub-committees must work in liaison with the Responsible Authorities group.
- 9.7 Sub-committees will be made up of appropriate REPRESENTATIVES of selected Statutory and Cooperating MEMBER organisations and Co-optees in accordance with their role and taking into consideration any government guidance⁶ that may apply.
- 9.8 A Sub-committee may also invite others to attend its meetings in the capacity of Adviser.
- 9.9 A Sub-committee may also invite others to attend its meetings in the capacity of Observer.

⁶ Current and future guidance pertaining to Crime and Disorder Partnerships and/or Drug Action Teams

- 9.10 The Chair may ask Advisers and/or Observers to leave the meeting if the agenda item to be discussed requires it
- 9.11 REPRESENTATIVES on a sub-committee must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office.
- 9.12 A sub-committee may ask the Board to take a vote to remove a REPRESENTATIVE from the sub-committee if:
- 9.12.1 the REPRESENTATIVE breaches the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
- 9.12.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to a Board meeting before a final decision is made.

10. Strategy Delivery Groups

- 10.1 **The purpose of a Strategy Delivery Group (SDG) is to act as the coordinating group responsible for drawing up and implementing the strategy and delivery plan for one or more of the specific objectives in the partnership's strategy or LAA targets.**
- 10.2 **SDGs are accountable to the Board, reporting through the PMRG on progress in implementing their delivery plan and how they have addressed any emerging or performance issues.**
- 10.3 **SDGs will:**
- 10.3.1 **Have a clear delivery plan to address the outcomes, objectives and targets for which it has responsibility.**
- 10.3.2 **Review the delivery plan and monitor its implementation and impact on objectives and desired outcomes on a regular basis.**
- 10.3.3 **Submit a monthly performance and progress report to the PMRG.**
- 10.3.4 **Escalate issues that cannot be resolved to the PMRG.**
- 10.4 **Chairs of the SDGs will attend the meetings of the PMRG as required to report on progress as required..**
- 10.5 **SDGs will be made up of an appropriate selection of REPRESENTATIVES of Statutory, Cooperating and Associate MEMBER organisations and Safe Newcastle staff in accordance with the role of the SDG and taking into consideration any government guidance that may apply.**
- 10.6 **Those on a SDG must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office, if the Board agrees the need for the group to continue for this period. The Chair and Vice Chair may**

re-stand for election at the end of their term of office. Any variation on this will be outlined in the Terms of Reference.

10.7 A REPRESENTATIVE on a SDG may be removed if the majority of other REPRESENTATIVES on the Group agree that they have either:

10.7.1 breached the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or

10.7.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,

but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to the sub-group before a final decision is made.

11. Other Safe Newcastle sub-groups and working meetings

11.1 Sub-groups can also be established which will take on one or more of the following functions:

11.1.1 advising on an area of policy, strategy or service delivery (Advisory group)

11.1.2 delivering policy, strategy and/or service changes on behalf of Safe Newcastle (Implementation group).

11.1.3 carrying out multi-agency problem solving and organising tactical delivery, for example in relation to a crime type and/or a particular geographical footprint. (Problem solving group)

11.1.4 carrying out a defined piece of work in a specific timescale (Task Group)

11.2 Sub-groups can be established by the Board, the **Performance Management and Resources Group**, a

sub-committee or by another sub-group if required to take forward the work that has been delegated to them. (The structure that has established a sub-group is referred to henceforth as the Parent Group).

11.3 All types of sub-groups can be established in conjunction with other Partnerships if appropriate. Parent Groups must notify their own Parent Group and the Board of any such arrangements.

11.4 All Parent Groups must keep a list of the sub-groups they have established.

11.5 All sub-groups will have Terms of Reference. The only exception will be short-term Task Groups. Terms of Reference must be agreed by the Parent Group and those involved in the group concerned. Terms of Reference will be reviewed every two years or as required.

11.6 Sub-groups must report back to their Parent Group, the **Performance Management and Resources Group** and/or the Board, according to arrangements outlined in their

Terms of Reference. The Board in all instances shall have ultimate control and sanction in relation to the works carried out by any sub-group.

- 11.7 Sub-groups will be made up of an appropriate selection of REPRESENTATIVES of Statutory, Cooperating and Associate MEMBER organisations and Safe Newcastle staff in accordance with the role of the sub-group and taking into consideration any government guidance that may apply.
- 11.8 Those on a sub-group must elect from amongst themselves a Chair and a Vice Chair. The Chair and Vice Chair will have a two year term of office. The Chair and Vice Chair may re-stand for election at the end of their term of office. Any variation on this will be outlined in the Terms of Reference.
- 11.9 A REPRESENTATIVE on a sub-group may be removed if the majority of other REPRESENTATIVES on the Group agree that they have either:
- 11.9.1 breached the Code of Conduct for REPRESENTATIVES of MEMBER organisations; or
 - 11.9.2 the REPRESENTATIVE is deemed to have taken action that brings the PARTNERSHIP into disrepute,
- but that REPRESENTATIVE and/or the MEMBER organisation they represent has the right to put their case to the sub-group before a final decision is made.
- 11.10 REPRESENTATIVES from MEMBER organisations may also carry out their work together in ad hoc working meetings. These should complement and not replace discussions or decisions within the Board, the **Performance management and Resources group**, a sub-committee or a formal sub-group.
- 11.11 Those involved in an ad hoc working meeting can apply to become a formal sub-group by devising Terms of Reference and discussing them in the first instance with an appropriate Parent Group, or **Performance management and Resources group**, .

12. Representatives of Safe Newcastle

- 12.1 REPRESENTATIVES of MEMBER organisations or one of the staff of Safe Newcastle can be selected to represent the PARTNERSHIP on external groups, committees or other Partnerships.
- 12.2 All requests for a Representative of Safe Newcastle must be channelled through the Responsible Authorities Group who will either make arrangements to meet the request or refer to the Board, a sub-committee, or a sub-group according to the nature of the request.
- 12.3 The PARTNERSHIP will make arrangements for Representatives of Safe Newcastle to have an agreed point of contact (e.g. a Safe Newcastle staff member, a Safe Newcastle group) to support them and assist in communicating their activity to other

relevant Partners. Decisions for this will be taken on an individual basis depending on the nature of the role being undertaken.

- 12.4 The Board will keep a list of Safe Newcastle representatives on groups, committees or other Partnerships. Such a list shall be available for inspection upon written request.
- 12.5 The list of Safe Newcastle representatives will be reviewed by the Board, at a Board meeting, at least once a year or if circumstances require it.

13. Finance

- 13.1 All funds belonging to, or raised for, Safe Newcastle will be paid directly into an account or accounts operated by, and in the name of, a MEMBER organisation at a bank or building society. The nominated MEMBER organisation will be determined by the Board, unless there are specific stipulations by the funding donor as to who must be the accountable body.
- 13.2 MEMBER organisations that bank funds on behalf of Safe Newcastle will use accounting procedures that meet the standards required by their own auditors.
- 13.3 MEMBER organisations that bank funds on behalf of Safe Newcastle will ensure systems are in place to meet PARTNERSHIP and external reporting requirements, in conjunction with relevant Partners and Safe Newcastle staff.
- 13.4 No REPRESENTATIVE of a MEMBER organisation on the Board, **Performance Management and Resources Group**, Sub-Committee or Sub-Group can receive any payment or other benefit from Safe Newcastle's funds except for reasonable out of pocket expenses properly incurred for the purposes of Safe Newcastle
- 13.5 All funds belonging to, or raised for, or help on behalf of, Safe Newcastle can only be used in furthering its aims (as defined in Clause 3.1)

14. Procurement and contracting

- 14.1 Safe Newcastle will nominate one of its MEMBER organisations to act as 'the lead organisation' for each of the projects or services it wants to be provided. The lead organisation will be determined by the Board, the **Performance Management and Resources** Group or the sub-committee with delegated responsibility for the particular area of work.
- 14.2 The appointment of the lead organisation shall in each case be subject to its agreement and will be on the basis (unless otherwise expressly agreed) that the lead organisation will be solely responsible for the delivery of the relevant project or service, (including the procurement of any necessary contracts) subject only to the provision or any funding or other assistance expressly agreed by the PARTNERSHIP or any of its MEMBER organisations.

- 14.3 Any lead organisation carrying out procurement and contracting in relation to any project or service being resourced under the auspices of the PARTNERSHIP will use procedures that meet the standards required by legislation, their inspection body(ies) and any Compacts that are in place between that MEMBER organisation and the voluntary and community sectors.
- 14.4 Any lead organisation entering into contracts in relation to any project or service being resourced under the auspices of the PARTNERSHIP will ensure requirements are in place for such contractors to meet PARTNERSHIP performance and financial reporting requirements, in conjunction with relevant MEMBER organisations and Safe Newcastle staff.
- 14.5 Any lead organisation can not create or amend contracts or service/project specifications without the full knowledge of the relevant Safe Newcastle group.

15. Safe Newcastle staffing arrangements

- 15.1 The Board and its sub-committees, in conjunction with the **Performance Management and Resources** Group, may create and resource staff posts to facilitate and manage the work of the PARTNERSHIP and to act as specialist advisers to the PARTNERSHIP.
- 15.2 Safe Newcastle will nominate one of its MEMBER organisations to act as the employer for each of the staff posts it creates ('the Employer Organisation'). Such appointment will be subject in each case to the agreement of the Employer Organisation which, will agree with Safe Newcastle the day-to-day management arrangements for each of the posts.
- 15.3 Safe Newcastle and its MEMBER organisations shall indemnify the employer in respect of all costs associated with the employment in proportions to be agreed between its MEMBER organisations (except to the extent the Employer Organisation may have expressly agreed to meet them itself) including any redundancy costs or other compensation payable on the termination of the employment.
- 15.4 The Employer Organisation will use its own procedures for the recruitment and management of the relevant staff post.
- 15.5 Safe Newcastle staff cannot act as REPRESENTATIVES of any individual MEMBER organisation within Safe Newcastle meetings.
- 15.6 Safe Newcastle staff may be asked to attend the Board, the **Performance Management and resources** Group or a Sub-committee of the Board in the capacity of Adviser (see Clauses 7, 8 and 9)
- 15.7 Safe Newcastle staff may be tasked to facilitate and participate in the work of Safe Newcastle sub-groups and working meetings (see Clause 10)

15.8 Safe Newcastle staff can be selected to represent the PARTNERSHIP on external groups, committees or other partnerships (see Clause 11)

16. Amending the Constitution

- 16.1 Recommended changes to this Constitution will be discussed in the first instance at a Board meeting who shall then make arrangements for the proposed amendment(s) to be circulated for consideration of all MEMBER organisations.
- 16.2 MEMBER organisations will be invited to express their views on the proposed amendment(s):
 - 16.2.1 At an Extra-ordinary General Meeting (See Clause 6) called by the Board; or
 - 16.2.2 In writing to a named contact.
- 16.3 A minimum of 4 weeks will be allowed for MEMBER organisations to express their views on the proposed amendment(s).
- 16.4 The Board shall receive compiled feedback from all MEMBER organisations and then take a vote as to whether to adopt each of the proposed amendments to the Constitution.
- 16.5 No changes of a fundamental nature can be made to:
 - 16.5.1 Clause 15 (This clause)
 - 16.5.2 Clause 16 (Closing the partnership)

17. Closing the PARTNERSHIP

- 17.1 If the Board decides that it is necessary to close the PARTNERSHIP it must call an Extra-ordinary General Meeting of all MEMBER organisations and explain their intention to them.
- 17.2 MEMBER organisations will be given the opportunity to express their views on the proposed closure both:
 - 17.2.1 At the Extra-ordinary General Meeting; and
 - 17.2.2 In writing to a named contact.
- 17.3 A minimum of 4 weeks will be allowed for MEMBER organisations to express their views on the proposed closure.
- 17.4 The Board shall receive compiled feedback from all MEMBER organisations and then take a vote to close the PARTNERSHIP.
- 17.5 The Board may then make arrangements to close the PARTNERSHIP ensuring that any statutory requirements are met.
- 17.6 Any assets remaining after all debts and liabilities have been paid must be transferred to one or more MEMBER organisations or to one or more Partnerships with aims similar to those of Safe Newcastle. The distribution of these assets will be decided by the Board.

18. Adopting the Constitution *(to be signed on final version)*

This constitution was adopted at a Board Meeting held on		_____
		(Date)
Signed:		
Chair of meeting:	_____	_____
	(Name)	(Signature)
Vice Chair of meeting:	_____	_____
	(Name)	(Signature)



Report to: Safe Newcastle Board

From: Paul Angus - Community Safety Officer

Report Title: Options for CCTV Control Room

Date: 30th September 2010

1. Purpose of the Report

This report is to inform the Board of the outcome of the tendering process undertaken to hiring external services to develop a business case and options for the development of a multi functional partnership CCTV control room facility that would potentially replace functions currently carried out at several locations across the city.

2. Background

The Board received a report in February 2010, recommending the hiring of external specialist services to develop an outline proposal and options for change around the delivery of city wide CCTV services.

The report followed a meeting in January 2010 between City Council, YHN and Northumbria Police hosted by YHN's CCTV consultants, Global MSC. At that meeting it was agreed that in order to move forward and progress the CCTV agenda, some key pieces of work were required to allow a more informed picture of CCTV to be generated, aiding the strategic direction and future use of CCTV.

The Board agreed to support the proposal and to make a financial contribution along with Northumbria Police and the Technical Services Directorate of the City Council towards the hiring of external support.

3. Current Position

A tender document was developed and agreed by all parties involved. Twelve responses were received .

The scale of the response varied from large multi nationals to sole trader consultants. In light of the varied scale of company responses an equally varied level of return in time, resources and costing was apparent. Prices varied from £10,900 to £43,200 for a £15,000 budget project.

The City Council Corporate Procurement Team assisted in the evaluation process and using their approved scoring matrix the following results were generated.

Critec Consult Ltd	73.30
WSP Civils	64.94
Atkins Ltd	63.01
Global MSC	61.84
Mott MacDonald Ltd	59.48
Capita Symonds	56.12
SGW Security Consulting	54.81
Analysys Mason Ltd	50.25
AECOM	45.51
Actica Consulting	36.68
Curtis Cartwright Consulting	35.71
VFM Strategem	32.59

Since the report to the Board in February 2010 there have been a number of changes to the environment we are working in.

- Change of government and tightening budgetary restraints make it unlikely that the capital investment required to deliver any of the potential options that may be suggested would be available.
- The National CCTV Strategy is on hold pending the production of the new Freedom Bill due in 2011 mixed with any new legislation and regulation.
- Due to spending and organisational reviews, it is unlikely that any decision on Police involvement and or financial contribution to any project is expected from Northumbria Police ACPO officers.
- As part of the Council's estates strategy, the existing ARC / CCTV facilities at Cypress Ave have been relocated to the Civic Centre control room with a complete new facility being established at a cost of £250,000.
- YHN are progressing with their concierge service review including the review, refit, and installation of CCTV systems to meet their new service needs with a full technical specification due in November 2010.
- Ongoing work to the Tyne Tunnel 2 that will house the Tyne and Wear UTM taking in existing traffic and parking related cameras.

Due to the significant factors outlined above it is recommended that the proposed contract is **not** let at this stage. However there is still a need for elements of the contract scope to be carried out.

There are alternatives to the full scope of the planned project that could be more realistically achieved and that would cost substantially less to deliver. Events such as the 2012 Olympics, bids for the Football and Rugby World Cups along with needs around city centre evacuation and Contest Crowded Places could benefit sooner with a different approach taken.

The Corporate CCTV Project Board has been re-established and will be chaired by David Slater, Executive Director, Environment and Regeneration. It is envisaged that the Project Board will review CCTV provision and develop options for the future within the restraints of the current climate.

One of the first key pieces of work to be undertaken is the exploration of technologies that could connect all the existing control systems, allowing partners to share their data at existing locations but still bring the benefit of total CCTV across the city,

4. Finance

A sum of £15,000 was allocated to this piece of work with contributions from Safe Newcastle and Newcastle City Council.

5. Recommendation

That the tender for the hiring of external support for the development of a CCTV business case be withdrawn, and that the sum of £15,000 be held for the potential use in a smaller more specific technical piece of work at a later date that would explore connecting partner systems together in their current locations.

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Report To:	Safe Newcastle Board
Report Title:	Financial Management Report
Date:	30 September 2010
1.0 Synopsis	
1.1	The report summarises proposed allocations for 2010/11, spend to date, in-year reductions and the position for 2011/12 where possible .
1.2	This report covers the following funding streams:
	Section 2 Area Based Grant Partnership Fund (previously SSCF)
	Section 3 Wider Area Based Grant (previously NRF)
1.3	Section 4 Basic Command Unit
	Section 5 External grants
	Section 6 Other Grants – including Substance Misuse Pooled Treatment Budget (SMPTB) Drug Intervention Programme
	Section 7 Pending applications
	Section 8 Known reductions for 2010/11
2.0 Area Based Grant (ABG)	
	Under the coalition government several cuts in funding have been announced, to date we have had confirmation that we need to make in year savings from the former Safer Stronger Communities Fund (SSCF) allocation within ABG of £24,000.
2.1	Allocations for 2010/11
	We received confirmation of an initial allocation of £289,430 ABG for 2010/11. Allocations to date have been scrutinised and we are confident that the £24k reduction can be made through efficiency savings. Additionally, the SSCF Capital Fund has been cut by 50% from £97436 to £48,718. Combined these cuts total £72,000 which is a 18.6% reduction.
	It has been confirmed that a carry over of underspend from 08/09 and 09/10 can be used as contingency within 2010/11 budgets. The 2010/11 allocation therefore shows an increase of £138,000.
	The allocation for the vacant Researcher Analyst post has been reduced to £20,000 as the post remains vacant. Therefore the contribution from the Basic Command Unit Fund has been reduced by 50% for this post. It is proposed that £10,000 of the saving from the post be utilised in developing the 2011 joint strategic assessment.
	Full details of agreed and proposed allocation amendments, including budget reductions are outlined in appendix 1.

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2.2 Spend to date 2010/11
Savings have been made in the vacant Researcher Analyst post but the proposed budget allocation be amended to reflect this (see above). All other spend is within what is expected at this point in the financial year

2.3 2011/12
No information has been released as to whether ABG will continue into 2011/12

3.0 Wider ABG (ex- NRF projects)

3.1 Allocations for 2010/11

The table below illustrates the total allocation, spend to date and forecast year end spend for all projects supported through the transitional ABG

Project	10/11 Allocation	Spend to date	Forecast year end	Comments
Student Community Safety	45,000	22,500	45,000	Salary for Student Officer
ARCH	30,000	4,927	TBC	
DV – Protection	104,806	24,347	104,806	IDVA posts in Victim Support , Q2 invoice still to be processed
DV – Perpetrators	117,420	58,712	117,420	Contracted to Barnardos
ABC	83,554	20,888	83,554	Salaries for training officers, Q2 invoice still to be processed
Supporting the YOT	62,000	31,000	62,000	Supports 3 posts
Phoenix	40,000	10,000	40,000	Q2 invoice still to be processed
RCCTV	15,000	5,200	15,000	There has been less camera repairs far this year, however with outstanding works and estimated moves the budget will be fully spent by end of year
Private Sector Enforcement	31,579	15,790	31,579	Supports HASBET Officer posts
Public Health & ASB	40,000	20,000	40,000	Supports post
Safe Neighbourhoods	80,000	20,000	80,000	Spend relates mainly to salaries for analyst, balance will be used for Ward Co-Ordinator post and problem solving activity (Darker Nights etc)

3.2 Spend to date 2010/11

To date there are no variances with the expected spend.

3.3 2011/12

No information has been released as to whether ABG will continue into 2011/12

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4.0 Basic Command Unit

4.1 Allocations for 2010/11

It is confirmed that the allocation for 2010/11 will remain the same as 2009/10 - £265,396

Allocations include:

- Intervention 1 Tackling ASB and Crime Effectively - £189,006
- Intervention 2 Working with and for the public £30,000
- Intervention 3 Building Effective Partnerships Contribution to salary costs £17,600
- Intervention 4 Building Effective Partnerships Contribution to salary costs £12,440
- Intervention 5 Building Effective Partnerships Contribution to salary costs £16,350

4.2 Spend to date 2010/11

- Intervention 1 - Actual expenditure to date £40,101. There is an additional £122,823 of committed expenditure on current proactive operations:- Total expenditure £162,924
- Intervention 2 - Actual expenditure to date £903. There are additional commitments of £10,000. Total expenditure £10,903.
- Intervention 3, 4 and 5 - Contribution to Safe Newcastle posts. Payment made on receipt of invoices from Safe Newcastle.

There will be no budget cuts this financial year.

4.3 2011/12

It is uncertain whether the Home Office will continue to fund the BCU.

5.0 External Grants

5.1 Youth Crime Action Plan

This fund was granted by the Home Office to deliver a comprehensive package of measures encompassing the triple-track approach of tough enforcement, non-negotiable support and prevention. The programme supports the following activities:

- Operation Staysafe – taking vulnerable young people to a safe place - £20,000
- Street based teams – targeting and engaging young people at risk of being involved in anti-social behaviour - £60,000
- After school patrols – to address disorder and provide protection to vulnerable young people - £30,000
- YOT worker in custody suite – to ensure young offenders are assessed and directed to appropriate services at the earliest opportunity - £35,000
- Reparation in leisure time – making young people aware of the consequences of their actions - £30,000
- Family Intervention Project – developing and maintaining the FIP work with the most vulnerable and problematic families - £150,000
- Think Families – providing an integrated and appropriate service response to

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families at risk - £25,000

Allocations for 2010/11

An allocation of £350,000 was confirmed. However the new government has announced that this funding can be 'un ring-fenced', as a result, this grant will now be paid as a stand alone grant under Section 31 of the 2003 Local Government Act. Further information on this is expected to follow soon.

The YCAP Steering Group, through the Anti-social Behaviour Strategy Delivery Group, proposes to continue with the seven themes of this programme as there is a strong commitment to reducing youth ASB in Newcastle and request that the Safe Newcastle Board delegates the decision making on this funding to the YCAP Steering Group until funding ends on March 31st 2011.

Spend to date 2010/11

To date there are no variances with the expected spend. However, no claims have been submitted yet.

We are currently awaiting exact amount of funding claimed from Northumbria Police regarding Operation Stay Safe, After school patrols and Street Patrols. However, initial indications show that it is unlikely that there will be any overspend on either of these aspects of YCAP. Current spend on Triage from April to August 31 is £16k and Reparation is £15k

2011/12

No information has been released as to whether YCAP will continue into 2011/12

5.2 Neighbourhood Crime & Justice

This fund was granted by the Home Office to support the role of the Neighbourhood Crime and Justice Co-ordinator which covered the key themes of

- Taking action on the public's priorities for their local area
- Demonstrating that criminals do face tough consequences
- Promoting the public's entitlements and expectations in terms of the service they receive – information, access, engagement and response
- Better support for victims and witnesses of anti-social behaviour through the appointment of a Victims' Champion
- Supporting members of the community to get involved and play their part in tackling crime and anti-social behaviour by working with the police and the local authority through a network of community crime fighters

Allocations for 2010/11

Confirmation has been received that up to £65,000 will be available for 2010/11 to support the Victims' Champion post which is based with Victim Support and the NCJ Co-ordinator post of £50,000. Recent updates from the Home Office is that Ministers are still undecided as to whether to proceed with this funding, although clarification is being sought by Safe Newcastle.

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Spend to date for 2010/11 (Apr – Jul)

NCJ Co-ordinator Salary	£12,571
Victims' Champion	£,4,720
Misc	£-3,432.07
Total	£13,858.93

2011/12

At this stage, it is extremely unlikely that the NCJ funding (including Victims' Champion) will continue into 2011/12.

5.3 Government Connect Benefits Realisation Fund

Newcastle has been one of three areas in a successful consortium application to the GCBRF. The consortium application of up to £125k (March 2009 – Oct 2010) will support 3 areas:

1. The establishment of local ASB data hubs – In Newcastle this will be the Newcastle ASB Information Management System (the new name for Newcastle Respect Network)
2. Ensure that ASB data should be exchanged within a 'secure' pipeline that will need to be established between the Police National Network (PNN) and the Government Connect Secured Extranet facility (GCSx).
3. A schema be drawn up and implemented to allow for the exchange of ASB incident data.

Allocations for 2010/11

Newcastle has received verbal confirmation of an allocation of a minimum of £16,000

Spend to date 2010/11

No funding claimed yet.

2011/12

The fund will not continue into 2011/12

5.4 TKAP and more Serious Violence Phase 3

The Tackling knife Action Plan (TKAP) is a government funded plan to tackle knife crime and serious violence. In Newcastle the TKAP Delivery plan aims to tackle the issue of serious violence using the Offender/Victim/Location mode

Allocation 2010/11

The funding 2010/11 for Newcastle is £90,000. The TKAP Delivery Plan has been updated and is now a more flexible, working document, a number of new interventions have been suggested. The current spend from this allocation as of 5th August, 2010 is £22,304.83

5.5 Contest

The Office of Security and Counter Terrorism (OSCT) in the Home Office have identified a modest amount of funding for Newcastle to support the agenda.

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2209/10 – this work is still be delivered this year

- Protect Crowded Places Mitigation Fund – measures now in construction £150,000

2010/11

- Protect City Centre Evacuation Plan £34,000 has supported;
 - providing training for staff in publicly owned crowded places; Operation Griffen; three events were held and attended by 103 people. It is intended that further events will be held; the universities and bus companies have expressed an interest in holding specific events, and it is expected that further events will be held for local businesses;
 - the Newcastle City Watch website which brings all the “watch” schemes in the city together enabling information updates and exchange will soon be launched;
- Prevent –
 - YOT Preventing Violent Extremism Project = £62,039 – the YOT was informed by the Youth Justice Board on the 26 August 2010 – “ Following discussions with the Office for Security and Counter Terrorism (OSCT), we have been told that the funding you receive under the Prevent banner will cease and consequently there will be funding available to you only until the end of November 2010.” The YOT are now collating any pressures this announcement places on YJB /PVE funded services and arrangements to discuss next steps will take place shortly.
 - NCC Workforce Development Programme – The Contest Board was informed in August that £27,000 will be available for this financial year to support the Programme.

6.0 Other Grants – Verbal update to be provided at meeting

6.1 Substance Misuse Pooled Treatment Budget (SMPTB)

Combined funding from the Home Office and the Department of Health, known as the Pooled Treatment Budget (PTB), for drug treatment services is allocated annually to Drug Action Team partnerships (DATs). The allocations are made on a formula basis that recognises key deprivation factors, ensuring the money goes to the areas most in need. DATs then commission treatment services to meet the assessed needs of individuals in their area.

This does not take into account Partnership agreements to receive sources of funding at a local level, which includes Primary Care Trusts, local authorities, the police and probation service. Local commissioners are free to set their own spending priorities and this is coordinated through the Drug Strategy and Adult Commissioning Group.

Allocations for 2010/11

The confirmed allocation for 10/11 is 3,137,901

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Spend to date 2010/11

Information not available yet

Joint negotiations are taking place to target interventions in relation to particular contracts to identify efficiencies and value for money

6.2 Drug Interventions Programme

In addition to the Pooled Treatment Budget, the Home Office provides specific funding for the Drug Interventions Programme which facilitates access to treatment for offenders. This is also coordinated through the Drug Strategy and Adult Commissioning Group.

Allocations for 2010/11

There has been a 7% cut to the DIP Grant this year. Newcastle have received an allocation of £1,219,584

Spend to date 2010/11

To date there are no variances with the expected spend. Confirmed spend to date is £304,896.

Contracts have and are currently being negotiated to deliver efficiencies in light of the 7% reduction in grant

7.0 Pending Applications

Northumbria Police Authority Grant Pool

The NPA advised on 24 May that bids were invited for funding from the Grant Pool 2010-2012. Bids were required to be submitted by 23 June.

The focus this year is on bids which focus on minimising the harm from crime and anti social behaviour to the vulnerable public, whether individually or collectively. Bids should also support programmes to improve confidence and reduce the risk to the vulnerable and those affected by repeat victimisation.

Responsible Authorities and wider partners were asked to consider the submission of potential bids in an inclusive process. Three bids have been submitted which have been endorsed by the Chair and Vice Chair of Safe Newcastle and which fully meet the criteria above.

- **Technical Support for Vulnerable Victims - £55,000 (Safe Newcastle)**
Technical support e.g. a range of image and audio recording equipment, biometric locks etc to vulnerable and repeat victims of crime to aid detections and prosecutions
- **GAP Project - £50,000 (Cyrenians)**
Contribution to staffing and running costs of the GAP project which works with women involved in the off-street sex market in the region who have been a victim of crime
- **Kickz - £37,500 (Newcastle Football Foundation)**

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Football coaching sessions at Westgate Centre for 12-18 year olds at risk of crime and anti social behaviour

The decision on the bids was deferred due to the an important investigation. The bids were due to be considered on 22 September, the outcome is still awaited.

8.0 Summary of known reductions in-year 2010/11

The table below outlines the known reductions across all Safe Newcastle and Community Safety (Newcastle City Council) budgets.

It is recognised that partners will have their own budget reductions which will impact on community safety, the full extent of this is not fully known or understood, therefore, the information in the table should be noted as a minimum reduction.

Funding stream	2009/10 allocation	2010/11 allocation	Total Reduction 2010/11
Area Based Grant (SSCF allocation)	289,429	266,949	22,480
SSCF Capital allocation	97,436	48,718	48,718
Newcastle City Council – core Community Safety Budget	607,450	545,380 (TBC)	62,070
Drug Intervention Programme	1,309,933	1,219,584	90,349
Prevent	211,377	149,190	62,187
Total	2,515,625	2,229,821	285,804

The reductions highlighted above have been built into allocation plans for 2010/11. The reductions have been mitigated through a combination of efficiency savings, utilising under spend from 2009/10 across all budgets and service re-profiling. So far there has been minimal impact on service delivery.

9.0 Recommendations

- 9.1 The group are requested to receive the report
- 9.2 The group are requested to approve the recommendations and alterations for 2010/11 ABG allocation
- 9.3 The group are requested to receive further updates relating to allocations and cuts as and when they become available
- 9.4 The group are requested to delegate authority to the Performance Management and Resources Group to address any emergency issues that arise between Board meetings (subject to chair's approval).

Report prepared by:

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APPENDIX 1

	ALLOCATION	Capital	Revenue	Total
1	Total budget	48,000.00	451,457.62	499,457.62
2	Total allocation to date	48,000.00	429,500.00	477,500.00
3	(1-2) BALANCE TO ALLOCATE	0.00	21,957.62	21,957.62

Total budget	
SSCF rev	266,949.07
SSCF (BSCF) cap	48,000.00
BCU	46,390.00
C/O	138,118.55
Total budget	499,457.62

	SPEND	Capital	Revenue	Total
4	Spend to date	0.00	107,175.30	107,175.30
5	Total forecast year end spend	0.00	0.00	0.00
6	(1-5) BALANCE REMAINING TO SPEND	48,000.00	451,457.62	499,457.62

	Click on title to see detail of spend	Allocations					Spend to date		
		Capital	SSCF revenue	BCU	NRF	Total	Spend capital	Spend Revenue	Total spend
7	CSO (ASB) 1fte – including costs		35,560.00	12,440.00		48,000.00		17,666.75	17,666.75
8	Principal Researcher/Analyst 1fte – including costs		11,825.00	8,175.00		20,000.00		0.00	0.00
9	Marketing & Communications 1fte – including costs		27,400.00	17,600.00		45,000.00		13,584.55	13,584.55
10			0.00			0.00		0.00	0.00
11	CSO (performance) 1fte - including costs		48,000.00			48,000.00		17,666.75	17,666.75
12	CSO (CCTV) 1fte – including costs		48,000.00			48,000.00		17,645.39	17,645.39
	Student Marketing		5,000.00			5,000.00			
13	Training & Development Officer contribution		8,300.00			8,300.00			
14	Office support costs CSU & DSU		10,000.00			10,000.00		519.00	519.00
15	Performance & Resources (problem solving)		25,000.00			25,000.00		0.00	0.00
16	Best Bar None		15,000.00			15,000.00		0.00	0.00
17	Partnership development / Strategy		10,000.00			10,000.00		3,282.25	3,282.25
18	TWRI		15,000.00			15,000.00		0.00	0.00
19	Regeneration Capital	48,000.00				48,000.00		0.00	0.00
20	Regeneration revenue support		-48,000.00			-48,000.00		0.00	0.00
21	Queries					0.00		15,000.00	15,000.00
22	Strain On Fund deferred payment					0.00		9,435.61	9,435.61
23	Taxi Marshalls contribution		12,500.00			12,500.00		12,375.00	12,375.00
24	T&W CS Survey		6,000.00			6,000.00			0.00
25	SNU review and implementartion costs		11,700.00			11,700.00			0.00
26	Confidence & Re-assurance priority work		50,000.00			50,000.00			0.00
27	CCTV Business case		10,000.00			10,000.00			0.00
28	Geographical priority work		50,000.00			50,000.00			0.00
29	ASB Minimum Standards		40,000.00			40,000.00			0.00
30						0.00			0.00
31						0.00			0.00
32	TOTALS	48,000.00	391,285.00	38,215.00	0.00	477,500.00	0.00	107,175.30	107,175.30

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Safe Newcastle

Partnership Improvement Plan

Review Date – September 2010

No	Description	Lead Officer	Progress	Action required	Status
R5	SN strengthen membership of the Reducing Re-Offending SDG as set out in the report, and assists it to strengthen its linkages to LCJB delivery group	Jan Kelly	TOR agreed		In-progress
R6	The Public Reassurance and Confidence SDG work closely with the City Centre and Safe Neighbourhoods SDG to ensure perceptions and confidence issues are addressed, and positive partnership impact is promoted at both city and neighbourhood level	Adele Bradley	The PR&C SDG are progressing a toolkit which will be rolled out to all SNAPS groups which will address how to deal with perceptions and confidence issues. A pilot session is being trialled with Elswick SNAPS	<ul style="list-style-type: none"> • Toolkit being developed by 30 October • Deliver pilot workshop to Elswick SNAPS by 30 November • Deliver pilot workshops to other SNAPS groups and SDGs by 31 Jan 11 • Look at way forward for perceptions work by 31 Jan 11 	In-progress
R9	SNAPS groups should strengthen linkage to Local Ward Committees by feeding back on their activities at Local Ward Committee meetings	Robyn Thomas	Ward committee agendas should now have a standing agenda action relating to SNAPS feedback	No further action required	Complete

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No	Description	Lead Officer	Progress	Action required	Status
R10	SN and DVAP adopt proposals for a new Domestic Abuse and Sexual Violence SDG, a Domestic Violence and Sexual Abuse Stakeholders Group, and relevant Sub-groups and task and finish groups	Lesley Storey	Further workshop with Pam McaAlister held 21 May 2010		Complete
R11	As well as developing a strategy and delivery plan to address public confidence and perception targets, the Public Reassurance and Confidence SDG will: <ul style="list-style-type: none"> ▪ Establish a sub-group of marketing officers from statutory agencies to progress development of a partnership calendar of events ▪ Establish a network of media trained officers within agencies across the partnership who can represent the partnership as and when required ▪ Ensure a consistent use of branding for partnership communications (inc press releases) 	Gillian Tullock	Marketing & Communications group being established who will complete the sub-group of specialists across the wider partnership.	Need to progress the consistent use of branding, to be progressed through the Marketing & Communications Group	In-progress
R12	SN to hold induction sessions for each new or refreshed group within the SN structure	Gillian Tullock	Session held with Stakeholder Group	Induction packs and induction programme to be developed once amended constitution has been formally adopted	In-progress
R13	SN to amend the constitution to reflect these changes	Gillian Tullock	Constitution amended	Safe Newcastle Board on 30.9.10 for	In-progress

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				consultation	
R15	To address the skills and knowledge hallmark, SN identifies gaps and training needs in the induction sessions for new and refreshed groups, develops an induction pack and process for new group members, appoints a Partnership Development Champion to ensure that the updated partnership development plan is implemented and reviewed	Robyn Thomas		See R 13 above Board to be asked to nominate a champion at meeting on 22 April - still to be nominated	RED
SA1	Improve data collection Develop a sources register to catalogue the variety of data available across the partnership	Principal researcher/Analyst Temp - Dan Lloyd	Sources Register developed	Sources register to be updated during 2010/11 SA	Complete
SA2	Improve data sharing Ensure that all necessary Information Sharing Agreements are in place and up to date in advance of next SA process	Principal researcher/Analyst Temp – NA	Existing ISA's to stand until appropriate point to review and refresh	No action at this stage but to hold on improvement plan to be actioned at later date	HOLD
SA5	Improve the SA The SA process to be conducted over a longer timescale, starting in July each year, led by the Partnership Analysts Group	Principal Researcher/Analyst Temp - Dan Lloyd	Analysts group holding regular meetings	Development and delivery of JSA delivery plan	In-progress
SNS1	To clarify implementation details in order to take part in Home Office ASB Risk Assessment and Case Handling Pilot consisting of: <ul style="list-style-type: none"> ▪ A call handling protocol ▪ A filtering System 	Jan Kelly	Naims database in development	Progress on hold awaiting further information from Coalition Government relating to ASB	HOLD

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	<ul style="list-style-type: none"> ▪ Risk assessment Process ▪ An IT System ▪ A set of principles to determine and guide how cases are managed 				
SNS2	<p>Improve systems and services for drug users:</p> <ul style="list-style-type: none"> ▪ Implementation of Common Assessment Framework for all adult drug services ▪ Implement a system of social reintegration based on findings of System Modernisation Project addressing pathways to support for a diverse range of needs ▪ Implement Public Protection Protocols ▪ Improve reporting and recording ▪ Improved community work including communicating about how to access drug and alcohol treatment 	Rachael Hope	<ul style="list-style-type: none"> ▪ New Drug and Alcohol Commissioner in post. ▪ Public Protection Protocols and CAF Framework all implemented into adult drug and alcohol services, and all staff trained. ▪ Continued improvements with reporting and recording. ▪ System of social reintegration plans being worked on, lead by new Commissioner. Plans delayed slightly due to procurement and contracts. Once system is designed and in place, which includes services being re-tendered, 	<p>Monitor and review the Protocols. Update by December with all contracts and modernisation plans. Coordinating local response to National Drug Strategy consultation, which will be available by 30 September. Update of National Drug Strategy once published December</p>	In Progress

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			<p>then further communication can occur.</p> <ul style="list-style-type: none"> Responding to National Drug Strategy themes alongside drug treatment for adults, is ongoing with a consultation period on the National Drug Strategy underway with a deadline of 30 September (new Drug Strategy to be published in December 2010 which will affect the work of the partnership) 		
SNS3	Improve systems for prevention of student burglaries, for example linking to forensic initiatives	Jo Ward	Technology identified	Bid for funding submitted to NPA Grant Pool	In progress
SNS4	Improve overall use of CCTV through a co-ordinated system with policies which ensure best use in peak locations at peak times	Paul Angus	Options appraisal developed: decision taken not to go ahead with external support for developing options appraisal. Further work to be carried out internally on the number	<p>Record details of all city council CCTV.</p> <p>Map cameras onto GIS systems</p> <p>Sharing information with Police</p>	In-progress

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			and ownership of cameras before deciding on the best operational structure for city wide cctv	Develop new CCTV guidance and best practice documents Revise CCTV Strategy and delivery plan	
SNS5	<p>Improve services to tackle Domestic Violence:</p> <ul style="list-style-type: none"> ▪ Develop a Sexual Violence Strategy and action plan ▪ Develop a Violence Against Women and Girls (VAWG) Strategy ▪ Ensure a Champion is in place at director level for the VAWG Strategy, working across relevant partnership structures in the area ▪ Develop a standard local VAWG data set and data tool to enable every local area to undertake an accurate needs assessment ▪ Develop a 'ready reckoner' tool to enable commissioners to estimate need for local services in their area to tackle VAWG linked the JSNA ▪ Consult with men who are experiencing domestic violence to ensure services are appropriate to 	Lesley Storey	<p>see safe Newcastle Strategy</p> <p>DV SDG now set up to oversee these actions</p>	Regular updates to PMRG	In-progress

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	their needs				

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