



Crime & Disorder Scrutiny Committee

Tuesday, 21 January 2020

Dear Councillor

You are advised that the attached documents form part of the main agenda papers for this meeting.

Please ensure you bring them with you to the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Walsh', written in a cursive style.

S Walsh
Service Manager (Communities)

List of documents attached

7. Terms of Reference – Topic Review Groups

(Pages 3 - 10)

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Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Crime & Disorder Scrutiny Committee

Date: 21 January 2020

Reporting officer: Assistant Director (Communities)

Subject: Topic Reviews - Terms of Reference

Purpose and summary of report:

Members of the Committee are invited to consider the terms of reference for the two topic reviews selected by the Committee: Knife and Violent Youth Crime and Town Centre Crime.

Recommendations:

1. The the Committee consider the terms of reference for each review, provide any comments/amendments and agree a final version.
2. That the Committee confirm the composition of the review sub-groups
3. That the Committee agrees the timescales for the chosen reviews.

1. Crime & Disorder Scrutiny Topic Reviews

- 1.1 At its meeting on 10 October 2019, the Crime & Disorder Scrutiny Committee selected two topic reviews should be selected and resolved that:
 - 1.1.1 The Committee conduct a review of Town Centre Crime, chaired by Cllr Baljit Hayre
 - 1.1.2 The Committee conduct a review of knife and violent youth crime, chaired by Cllr Lauren Sullivan
- 1.2 Following consultation with the Chief Executive, the political balance for each sub-group has been confirmed as comprising four Members.
- 1.3 Draft Terms of Reference are attached and these incorporate the nominations received in respect of membership of each sub-group. The Committee is asked to agree final versions of the terms of reference of each review and composition of the review sub-groups.
- 1.4 At the October 2019 meeting, it was proposed that both reviews should run concurrently and be completed by March 2020, however a review of officer resources to support scrutiny reviews more broadly demonstrates that this is not achievable. It is therefore proposed that the review of Knife & Youth Crime is concluded by the end of this Council year and that the Town Centre Crime review

will commence at the beginning of the 2020/21 Council year for completion within the year. This will also help manage the contributions of the council's community safety partners whom it is hoped will have input into the reviews.

2. BACKGROUND PAPERS

2.1 There are no background papers pertaining to this report.

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	None identified at this stage.
Finance and Value for Money	Any additional expenditure which is likely to arise from recommendations forthcoming from the reviews will be highlighted and considered as part of the final reports.
Risk Assessment	None identified at this stage.
Data Protection Impact Assessment	<p data-bbox="416 638 1527 757"><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p data-bbox="416 757 1527 925">a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p data-bbox="416 925 1527 1059">b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p data-bbox="416 1059 1527 1193">c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p>
Equality Impact Assessment	<p data-bbox="416 1193 1527 1361">a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p data-bbox="416 1361 1527 1496">b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p data-bbox="416 1496 1527 1619"><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Corporate Plan	#1 People - Create stronger neighbourhoods; Create cleate, welcoming neighbourhoods and parks, and an attractive town centre; Safeguard residents.
Crime and Disorder	Both reviews have the potential to identify recommendations that will contribute to the crime and disorder work of the council and its community safety partners.
Digital and website implications	None identified at this stage.
Safeguarding children and vulnerable adults	None identified at this stage.

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Crime & Disorder Scrutiny Sub-Committee

Review of Knife and Violent Youth Crime - Terms of Reference, 21 January 2020

1. Membership of the sub-committee

1.1 The political representation on the sub-group will be as follows:

1.1.1 Cllr Lauren Sullivan (L)

1.1.2 Cllr Nirmal Khabra (L)

1.1.3 Cllr Gary Harding (C)

1.1.4 Cllr Derek Ashenden (C)

1.2 The sub-group will be supported in their activities by Committee Services staff.

1.3 Additional support will be provided, specific to the review, as required from officers across the council, specifically the Community Safety Team, and where appropriate partners from the Community Safety Partnership.

2 Work plan of the sub-group

2.1 The sub-group will:

2.1.1 Define the aims and objectives of the review and confirm how it will be undertaken.

2.1.2 Gather information from statistics, partners and specifically young people in respect of knife and violent youth crime locally and the work that is currently in hand to respond to any issues.

2.1.3 Draft a series of recommendations for additional actions and initiatives, informed by best practice and strategies elsewhere to prevent and address knife and violent crime.

2.1.4 Finalise a report for consideration by Cabinet and the Community Safety Partnership, which demonstrates what implementation of the recommendations can achieve.

2.2 As per the Scrutiny Procedure Rules (Annex 2.5 of the Constitution), the Committee will be informed of the response to any recommendations to Cabinet, at the next available meeting following the Cabinet discussion.

3 Timeframe for activities

3.1 An initial timeframe for completion of the topic review by March 2020 was agreed at the Crime & Disorder Scrutiny Committee on 10 October 2019 although Members of the Committee can keep this deadline under review, should it need to go beyond that date to ensure that the review is thorough and robust.

3.2 Once the review has been completed, an agenda item will be listed for the next available Crime & Disorder Scrutiny Committee to receive a report on actions completed, their outcomes and the status of actions in progress, in line with the council's Constitution.

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Crime & Disorder Scrutiny Sub-Committee

Review of Town Centre Crime - Terms of Reference, 21 January 2020

1. Membership of the sub-committee

1.1 The political representation on the sub-group will be as follows:

- 1.1.1 Cllr Baljit Hayre (L)
- 1.1.2 Cllr Emma Morley (L)
- 1.1.3 Cllr Ejaz Aslam (C)
- 1.1.4 Cllr Frank Wardle (C)

1.2 The sub-group will be supported in their activities by Committee Services staff.

1.3 Additional support will be provided, specific to the review, as required from officers across the council, specifically the Community Safety Team, and where appropriate partners from the Community Safety Partnership.

2 Work plan of the sub-group

2.1 The sub-group will:

- 2.1.1 Define the aims and objectives of the review and confirm how it will be undertaken, e.g. the aim of 'a safer, more vibrant and welcoming Town Centre'.
- 2.1.2 Gather information from statistics, partners, Cabinet, etc. which conveys what is actually happening in the Town Centre, identifies the key concerns, affected groups and the work that is currently in hand to respond to the issues.
- 2.1.3 Draft a series of recommendations for additional actions and initiatives, informed by best practice and benchmarking with other Town Centres.
- 2.1.4 Finalise a report for consideration by Cabinet and the Community Safety Partnership, which illustrates what implementation of the recommendations can achieve.

2.2 As per the Scrutiny Procedure Rules (Annex 2.5 of the Constitution), the Committee will be informed of the response to any recommendations to Cabinet, at the next available meeting following the Cabinet discussion.

3 Timeframe for activities

3.1 An initial timeframe for commencement of the topic review in May 2020 for completion by March 2021 to be agreed at the Crime & Disorder Scrutiny Committee on 21 January 2019 although Members of the Committee can keep this deadline under review, should it need to go beyond that date to ensure that the review is thorough and robust.

3.2 Once the review has been completed, an agenda item will be listed for the next available Crime & Disorder Scrutiny Committee to receive a report on actions completed, their outcomes and the status of actions in progress, in line with the council's Constitution.

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