

## Appendix 2



### GRAVESHAM VULNERABILITY PANEL

#### Terms of Reference

##### **Purpose**

The Gravesham Vulnerability Panel will provide a partnership response to areas of vulnerability and associated crime and its impact on local communities. The areas of focus have been informed by Kent Police's Control Strategy (Appendix A). Within this document, all areas of focus will be referred to as areas of vulnerability.

These areas will include

- Vulnerable Adults;
- Gangs;
- Organised Crime Groups (OCGs);
- Radicalisation and Terrorism

Joint working will:

- contribute to an increased understanding of areas of vulnerability for all partner agencies;
- identify preventative steps that may assist in deterring individuals from becoming involved in associated activities;
- identify intervention opportunities to disrupt and dismantle those responsible for areas of vulnerability;
- Identify the support needed for victims and communities affected by areas of vulnerability.

##### **Objectives**

The Gravesham Vulnerability Panel will aim to:

- Provide an effective local response to issues related to areas of vulnerability in Gravesham;
- Develop and implement multi-agency plans, specifically tailored to support and meet the needs of individuals, victims and communities affected by areas of vulnerability;
- Raise awareness, amongst partner agencies and within local neighbourhoods, of the areas of vulnerability and the impact on individuals and communities;
- Carry out joint activity to develop techniques and identify interventions to deter people (particularly those under 21 years) from being drawn into serious and organised criminality.
- Develop and implement multi-agency action plans to disrupt and dismantle Organised Crime Groups (OCGs) based upon the 4P's model (Pursue, Prevent, Protect, Prepare);

##### **Accountability and Monitoring**

The Gravesham Vulnerability Panel will be responsible to the Dartford and Gravesham Community Safety Partnership (CSP) and quarterly reports will be provided to the CSP to highlight progress being made. This will also provide an opportunity to raise any issues/barriers that have been encountered and that may be capable of being resolved with CSP assistance. Reports provided to the CSP will **not** contain any personal or restricted information but there will nonetheless be an expectation of confidentiality.

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The Gravesham Vulnerability Panel will also be responsible to the Kent Police North OCG Crime Series Group, reporting on a monthly basis.

### **Roles and Responsibilities**

Agency representatives attending the Gravesham Vulnerability Panel will have responsibility for ensuring that information/intelligence held on individuals believed to be vulnerable or associated with areas of vulnerability, premises/properties being used by them and communities affected is shared with the Forum.

Members will be responsible for leading on agreed actions relevant to their agency/service area to support the Forum in meeting its objectives. Members should endeavour to attend each meeting of the Forum where their attendance is specifically requested; in the event that they are unable to attend, they must send a substitute or provide a written update to the coordinating officer.

It is envisaged that there will be a 'core membership' of key partner agency representatives that will attend each meeting whilst representatives from a broader range of agencies/organisations may be invited to attend due to the nature of the activity or issue and their relevant expertise and experience.

### **Information-sharing and Confidentiality**

Confident and effective information exchange is vital to multi-agency working in any sphere.

The Gravesham Vulnerability Panel will comply with the Data Protection Act 2018. Partners should exchange information, where this is relevant and necessary, for any legitimate activity permitted with the specific objective of reducing crime and disorder in their area.

All members of the Gravesham Vulnerability Panel will at times be privy to sensitive and confidential information and/or material. It is imperative that this is not disseminated further unless absolutely necessary in the interests of an on-going organised criminal investigation as sanctioned by the Kent Police North Kent OCG Series Group.

All members will be required to sign an attendance sheet containing a disclaimer in respect of information sharing.

### **Frequency of Meetings**

The Gravesham Vulnerability Panel will meet on a monthly basis and meetings will be held at the Civic Centre, Windmill Street, Gravesend DA12 1AU.

There may be occasion to call an extraordinary meeting depending on intelligence received. If such a need arises, all relevant partners will be invited with as much notice and possible and all should endeavour to attend or provide a fully briefed substitute to attend on their behalf.

### **Chairing and Coordination of Meetings**

A Kent Police CSU Officer (Gravesham) will chair the meetings of the Gravesham Vulnerability Panel (upon confirmation by the panel) and a Vice-Chair will be appointed.

The coordination and administrative tasks associated with the Gravesham Vulnerability Panel meetings will be undertaken by Gravesham Community Safety Unit (CSU) (Strategic Manager, Operational Manager and Administrator, CSU, Gravesham Borough Council). These tasks will include:

- Preparing and circulating Vulnerability Panel agenda papers prior to each meeting;
- Taking minutes/recording actions in the agreed format and circulating those to all members;
- Monitoring the completion of actions and updating relevant plans created for each area;

## **Appendix 2**

All documentation relating to the work of the Vulnerability Panel and agenda papers will be circulated using a password protected format and will be marked as restricted/not for wider dissemination.