



## **GRAVESHAM BOROUGH COUNCIL**

# **Corporate Register of Partnerships and Shared Working Arrangements**

**July 2022**

A summary of partnership and shared working  
arrangements

## **Community and Leisure Cabinet Committee**

# Gravesham Borough Council Register of Partnerships and Shared Working Arrangements – July 2022

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## Introduction

The council maintains a comprehensive register of its partnerships and shared working arrangement that is reviewed on an annual basis.

## Partnerships

The council defines a partnership as ***“an agreement between the Council and one or more independent bodies to work together to achieve the council’s Corporate objectives”***.

In addition to this, the council also splits the partnership register into ‘Significant’ and ‘Key other partnerships’. In order for a partnership to be classified as significant it must meet the following definition:

***“A partnership for which there is a council resource provision of £50,000 or greater or one that is fundamental to the delivery of a corporate objective as established within the council’s Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council’s key corporate goals would not occur. This will also include those partnerships that have been established to deliver legal or statutory requirements on behalf of the council.”***

The council is currently involved in the following partnerships:

Page Ref.	Name of Partnership	Significant
3	Council for Voluntary Service North West Kent	
4	CCTV Services Partnership	✓
7	Gravesham Community Safety Partnership (CSP)	✓
10	Gravesham Gateway	✓
12	G-Safe Town Centre Crime Reduction (Radionet) Scheme	✓
15	North West Kent Volunteer Service	
16	Oasis Domestic Abuse Services	
17	Thames Defence Heritage	

## **Glossary of Terms (Page 19)**

Throughout the document, there are a number of terms that are used and it was felt that it would be useful to provide a ‘Glossary of Terms’ in order to provide further clarification of some of the terminology used within the document.

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<b>Name of Partnership</b>	<b>Council for Voluntary Service North West Kent</b>		
<b>Responsible Officer</b>	Anita Tysoe – Service Manager Town Centre and Cultural Services		
<b>Lead Member(s)</b>	Cllr Shane Mochrie-Cox Lead Member for Community and Leisure		
<b>Statutory Status</b>	Non-statutory partnership		
<b>Aims and objectives of partnership</b>	The aims of the partnership are to provide support to local community and voluntary services. To include training and skills development, networking and sharing of ideas and opportunities and consulting with local organisations.		
<b>Expected outcomes</b>	Increased resilience and sustainability of the voluntary sector.		
<b>Links to GBC Corporate Objectives</b>	<p><b>Objective #2 Place</b>  <i>a dynamic borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community</i></p> <p>Specifically contributing to developing a cohesive and resilient community by supporting community organisations.</p>		
<b>GBC Resources (financial, officer, assets etc.)</b>	<ul style="list-style-type: none"> <li>Officer time in monitoring and developing the SLA</li> <li>Funding of £12,000 for the year 2022-23 through a SLA</li> <li>In-kind support in respect of meeting rooms for networking meetings</li> </ul>		
<b>Partnership membership</b>	Council for Voluntary Service North West Kent and Gravesham Borough Council		
<b>Governance arrangements</b>	<ul style="list-style-type: none"> <li>A signed Service Level Agreement</li> <li>Weekly catch up between GBC and NWK nominated officer. Six monthly written update and an annual report.</li> </ul>		
<b>Financial reporting arrangements and timeframe for reporting</b>	Produce annual audited accounts		
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Annually through the Service Level Agreement with an interim update after six months.		
<b>Risk Assessment</b>	Failure to provide the service would leave local voluntary and community sector with no direct specialist and accredited support in the area		
<b>Safeguarding Obligations</b>	In providing support to the local voluntary and community sector this agreement will promote safe practices supporting the council's wider Safeguarding commitment.		
<b>Equalities Obligations</b>	This partnership positively contributes to the council's objective of understanding our communities and building a cohesive and inclusive borough.		
<b>Climate Change Considerations</b>	This partnership will be encouraged to support GBC's Climate Change ambitions and to include progress in their annual report		
<b>Date Partnership Created / Approved by Cabinet</b>	February 2021	<b>Date Partnership Terminates (if applicable)</b>	March 2023

Significant partnership

Other partnership

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<b>Name of Partnership</b>	<b>CCTV Services Partnership</b>
<b>Responsible Officer</b>	Simon Hookway (Assistant Director, Communities) Kath Donald (Strategic Manager, Community Safety Unit)
<b>Lead Member(s)</b>	Councillor Shane Mochrie-Cox, Cabinet Member for Community and Leisure
<b>Statutory Status</b>	Non-statutory Partnership, however, the Partnership was originally established exercising powers under the Local Government Act 1972, Local Government Act 2000 and Localism Act 2011.
<b>Aims and objectives of partnership</b>	The aim of the Partnership is to ensure the delivery of reliable, good quality and cost-effective CCTV services across the Local Authority partner areas (Gravesham and Medway). These services will contribute to deterring and reducing crime/ASB, assist with evidence-gathering to identify offenders and improve feelings of safety for local residents and those working in or visiting our Borough to socialise.
<b>Expected outcomes</b>	Continuing improvements to the effectiveness and resilience of the CCTV service thereby making a positive contribution to the Council's objectives to reduce crime and disorder.  Well-defined operational and maintenance practices to ensure that the service operates efficiently and that any technical issues are capable of being resolved swiftly.  A service that is fully compliant with regulations determined by the Information Commissioner's Office (ICO).  Benefits linked to economies of scale in the procurement of new equipment and engineering expertise to ensure that advances in technology are exploited to improve cost-efficiencies.
<b>Links to GBC Corporate Objectives</b>	<b>Objective #1 People</b> <i>A proud community; where residents call a safe, clean and attractive Borough their home.</i>  <b>Objective #2 Place</b> <i>A dynamic Borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community.</i>
<b>GBC Resources (financial, officer, assets etc.)</b>	Participating Authorities (Medway and Gravesham) pay an annual revenue cost taking into account the number of cameras held by each Authority, maintenance, fibre costs and staffing (operator) costs. Gravesham's revenue cost for 2021-22 is £168,921.00.  The CCTV service is provided contracted by Medway Council via its local authority commercial arm, Kyndi (formerly known as Medway Commercial Group).  Each Authority retains ownership of all CCTV cameras in the field and associated technical equipment and mobile camera units purchased through the Partnership. Gravesham currently has 55 public space CCTV cameras.  The Cabinet Member for Community and Leisure serves on the Partnership Board (meeting six monthly) together with the Assistant Director (Communities), who take decisions on behalf of GBC.  Strategic Manager (Community Safety) acts as a substitute on the Partnership Board if required and both the Strategic Manager and Operations Manager (Community Safety) share the responsibilities of attending Operational Group (monthly) meetings, managing the day to day expenditure of CCTV budgets, overseeing the process for requesting the downloading of footage and the deployment of mobile cameras.
<b>Partnership membership</b>	Medway Council; Gravesham Borough Council.

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<p><b>Governance arrangements</b></p>	<p>A new Partnership Agreement came into effect on 1 April 2021 (in the process of being confirmed) accompanied by a Memorandum of Agreement and Terms of Reference. These set out the practical governance arrangements for the Partnership including details of the membership, arrangements for meetings and decision-making processes. In order to ensure that ethical standards are maintained the service is delivered in accordance with Home Office approved Codes of Practice and there is full compliance with ICO regulations.</p>
<p><b>Financial reporting arrangements and timeframe for reporting</b></p>	<p>Financial services for the Partnership including accountancy, internal audit and insurance services are provided by Kyndi. Each financial year, Kyndi is required to prepare a business plan and a revenue budget for approval by the CCTV Partnership Board.</p> <p>A draft business plan and budget should be provided to participating Councils not later than 1 June in the year prior to it taking effect for approval and adoption by the Board. Indicative budgets for each of the two subsequent years should also be provided.</p> <p>In accordance with the Terms of the Agreement, the Partnership Board receives quarterly financial monitoring reports.</p>
<p><b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b></p>	<p>The Partnership business plan sets out the performance management arrangements. Monthly reports are provided by Kyndi to the Community Safety Unit which detail the number and types of incidents which CCTV cameras have actively monitored and the number of arrests that have been secured with which CCTV operators/the service was actively engaged. Monthly technical reports are also received in order that any minor camera faults can be highlighted (more serious faults are referred immediately) and explanations provided for any disruption to services.</p> <p>Each year, Kyndi complete a full Status Report on each of the Council's permanent cameras i.e. an audit of condition, functionality and any anticipated works/replacements that may be necessary.</p>
<p><b>Risk Assessment</b></p>	<p>The Partnership undertakes risk assessments to analyse and manage risk effectively and maintains a risk register. Any risks identified form part of the business plan and/or are brought to the attention of participating Councils by Kyndi.</p> <p>Potential risks to the future of the Partnership include the willingness of the current partners to renew their contractual arrangements in the future and when the existing Agreement comes to an end in March 2024. The withdrawal of either Medway or Gravesham would impact the financial commitments currently in place and the costs then involved might require an alternative solution to be found in continuing to provide a CCTV service in a cost effective/affordable manner.</p>
<p><b>Safeguarding Obligations</b></p>	<p>The presence of CCTV is valuable as a tool to improve feelings of public safety generally and provide reassurance. It also serves both as a deterrent to those intent on committing crime/ASB and as a means of assisting with the identification of offenders and evidencing their activity to support prosecutions/other enforcement action. CCTV is also utilised to help safeguard children and vulnerable people e.g. locally CCTV has been used to assist with the locating of missing children and vulnerable adults and offers some protection to individuals who are street homeless.</p> <p>CCTV supports the Council's wider Safeguarding commitment by providing an additional resource (particularly in respect of rapid deployment/mobile cameras) that can be used in specific locations where activity that presents a safeguarding risk is occurring e.g. in hot spots for child criminal/sexual exploitation or county lines are suspected to be operating.</p> <p>ICO regulations/procedures are adhered to at all times to ensure that the use of CCTV in meeting safeguarding obligations does not e.g. infringe privacy and is always justifiable and proportionate.</p>

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<b>Equalities Obligations</b>	The installation of any new CCTV cameras and the deployment of any rapid/mobile camera units requires that full consideration is given to evidence of need and that the installation are a proportionate response to the issue being addressed. The same criteria apply in each case and the opportunity to request CCTV can be submitted by members of the public or partner agencies alike. The presence of CCTV positively promotes safety for all and there are no negative impacts on the nine protected characteristics.		
<b>Climate Change Considerations</b>	The work of this Partnership does not have an impact on climate change at this time.		
<b>Date Partnership Created / Approved by Cabinet</b>	Originally 01 October 2012; renewed Partnership Agreement 01 April 2021.	<b>Date Partnership Terminates (if applicable)</b>	Current Agreement terminates 31 March 2024.

Significant partnership

Other partnership

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<b>Name of Partnership</b>	<b>Gravesham Community Safety Partnership (CSP)</b>
<b>Responsible Officer</b>	Kath Donald (Strategic Manager, Community Safety Unit)
<b>Lead Member(s)</b>	Councillor Shane Mochrie-Cox, Cabinet Member for Community and Leisure
<b>Statutory Status</b>	Statutory Partnership
<b>Aims and objectives of partnership</b>	To create a safer, cleaner Borough in which to live, work and socialise. To strengthen local communities and protect vulnerable people from harm.
<b>Expected outcomes</b>	Reductions in recorded crime and anti-social behaviour (ASB).
<b>Links to GBC Corporate Objectives</b>	<p><b>Objective #1 People</b>  <i>A proud community - where residents call a safe, clean and attractive Borough their home.</i></p> <p><b>Objective #2 Place</b>  <i>A dynamic Borough - defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community.</i></p>
<b>GBC Resources (financial, officer, assets etc.)</b>	<p>External funding to support community safety activity is held by the Kent Police and Crime Commissioner (PCC). This is provided to Community Safety Units (CSUs) as a Crime Reduction Grant subject the submission of a satisfactory application/business case each year detailing how the funding is intended to be spent and how it relates to the priorities of both the local CSP and to priorities contained within the Commissioner's Policing and Crime Plan. The total Grant allocation available to Gravesham in 2022-23 is £30,798.</p> <p>Considerable officer time is spent in supporting the work of the CSP. All Agenda planning/distribution of documents and administration tasks associated with CSP meetings are fulfilled by the Council's CSU. Almost all CSU and other Council officers (including senior management from the Communities Department) attend the CSP meetings. CSU officers share between them lead responsibility in respect of a number of operational sub-groups of the CSP (Area Based Action Group, Modern Slavery Working Group, Youth Engagement Panel, ASB Strategy Delivery Group, Gravesham Vulnerability Panel and Gravesham Serious Organised Crime Panel). The CSP is chaired by the Elected Member and Portfolio holder for Community Safety, currently Councillor Shane Mochrie-Cox (Cabinet Member for Community and Leisure).</p> <p>The Council's CSU's Strategic Manager undertakes the completion of a Strategic Assessment (audit of crime and disorder) each year (the completion of an Assessment being a statutory obligation for the CSP and prepares and completes a Community Safety Public Consultation process annually on behalf of the Partnership. Officer time is also spent in preparing regular performance monitoring reports and in reviewing (and revising if necessary) the Community Safety Strategy which underpins Partnership activity. A three-year Strategy was produced in 2021 following the withdrawal of Gravesham from the joint Dartford and Gravesham CSP and the creation of a dedicated CSP for the Borough which came into effect in October 2020.</p> <p>There are shared Partnership resources through the co-location of Council officers and Kent Police representatives who work alongside Council staff on a daily basis from the Civic Centre. Kent Police contribute to the cost of Council office space, furniture and utilities used by Police officers.</p>
<b>Partnership membership</b>	Statutory partners: Gravesham Borough Council; Kent County Council; Kent Police; Kent Fire and Rescue Service; Kent Surrey and Sussex Community Rehabilitation Service/Kent Probation; Kent and Medway NHS and the Office of the Kent Police and Crime Commissioner.

<p><b>Governance arrangements</b></p>	<p>The Partnership has Terms of Reference and governance arrangements that were formally agreed by all statutory partners in January 2021. Specifically, these set out:</p> <ul style="list-style-type: none"> <li>• Purpose of the Partnership</li> <li>• Key areas of responsibility</li> <li>• Statutory duties</li> <li>• Membership</li> <li>• Chairmanship</li> <li>• Decision-making (including voting rights)</li> <li>• Agenda-setting and administration</li> <li>• Role of the Executive Group</li> <li>• Accountability.</li> </ul> <p>The CSP Executive Group is comprised of the Director (Communities), the Chair of the CSP (Elected Member/Portfolio holder for Community Safety) and Council officers as appropriate. Other statutory partners may be invited/are welcome to attend the Executive Group meetings, which take place in advance of each CSP meeting to agree the Agenda, if a specific issue has arisen in respect of which the participation of a further statutory partner is deemed to be beneficial.</p> <p>In terms of public accountability, the CSP's Community Safety Strategy (including outcomes of Public Consultation exercises) are made available on the Council's website. The work of the CSP is also reviewed several times each year by the Council's Crime and Disorder Scrutiny Committee.</p>
<p><b>Financial reporting arrangements and timeframe for reporting</b></p>	<p>Performance reports provided to the CSP each year detail how external funding (Crime Reduction Grant - CRG) has been used during the year. The Council's CSU provides the Office of the PCC with both a mid-year report and year-end report on progress made in the delivery of initiatives funded via the CRG and impact of activity in reducing crime and ASB.</p>
<p><b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b></p>	<p>Performance monitoring reports are provided to the CSP quarterly meetings that contain detailed information on crime trends and changes in recorded ASB incidents. Verbal and/or written progress reports are also provided by the Chairs of each of the Partnership's operational sub-groups in respect of activity within their specific area of responsibility.</p> <p>The Strategic Assessment process, completed towards the end of each calendar year, provides an opportunity to review activities carried out and their impact. As part of this process, consideration is also given to any new/emerging priorities and any anticipated changes in legislation or statutory duties and amendments made to the Community Safety Strategy if necessary to reflect these.</p> <p>Public consultation and community engagement exercises also ensure that those community safety issues that are being identified by local people as most important to them are being addressed. If a new issue comes to light, the Partnership can review existing priorities and incorporate the newly identified issue into work programmes if appropriate.</p> <p>The Council's Crime and Disorder Scrutiny Committee meets several times a year to review Partnership activity (in compliance with the provisions of the Police and Justice Act 2006) and ensure that statutory responsibilities are being met. This Committee generally selects a specific area of Partnership activity e.g., ASB, Modern Slavery etc. for scrutiny at each of its meetings and representatives of relevant statutory partner agencies are invited to attend.</p>



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<p><b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b> <i>Continued</i></p>	<p>The Council's Crime and Disorder Scrutiny Committee meets several times a year to review Partnership activity (in compliance with the provisions of the Police and Justice Act 2006) and ensure that statutory responsibilities are being met. This Committee generally selects a specific area of Partnership activity e.g. ASB, Modern Slavery etc. for scrutiny at each of its meetings and representatives of relevant statutory partner agencies are invited to attend.</p>		
<p><b>Risk Assessment</b></p>	<p>Funding to support Community Safety activity and the work of the Partnership is limited and we are largely reliant on bidding for external funding when opportunities arise. The PCC's Crime Reduction Grant has been made available again this year but there is no guarantee that this will continue in future years or that the amount available might not be reduced. New arrangements and a move away from a District allocation is a potential risk to the ability of local CSUs to continue to deliver the range of projects/initiatives that have been fundamental in addressing the strategic community safety priorities at an operational level thus far.</p>		
<p><b>Safeguarding Obligations</b></p>	<p>The work of the CSP makes a significant contribution to improving community safety across the Borough but also has strands of work that directly contribute to the Safeguarding agenda and protecting vulnerable people from harm. The Gravesham Vulnerability Panel (GVP) is a multi-agency operational sub-group of the CSP which accepts referrals from partner agencies of vulnerable adults with complex needs and that develops tailored action plans for those individuals in order that they can be encouraged to engage with services and receive the support they need. A Modern Slavery Working Group also exists to help raise awareness of the signs of abuse/exploitation and encourage reporting in order that exploited individuals can be properly assisted and reduce the risk of further harm.</p>		
<p><b>Equalities Obligations</b></p>	<p>The work of the CSP contributes to the Council's overall Equalities aims and objectives as initiatives to reduce crime and disorder benefit the local population as a whole. The Partnership also delivers a range of initiatives that aim to encourage access to services by groups that are under-represented and by tackling specific crime types to which certain individuals and communities may be more vulnerable e.g., hate crime.</p>		
<p><b>Climate Change Considerations</b></p>	<p>The work of this Partnership does not have an impact on climate change at this time.</p>		
<p><b>Date Partnership Created / Approved by Cabinet</b></p>	<p>October 2020</p>	<p><b>Date Partnership Terminates (if applicable)</b></p>	<p>N/A</p>

Significant partnership

Other partnership

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<b>Name of Partnership</b>	<b>Gravesham Gateway</b>
<b>Responsible Officer</b>	Simon Walsh, Service Manager (Communities)
<b>Lead Member(s)</b>	Councillor Shane Mochrie-Cox, Lead Member for Community & Leisure
<b>Statutory Status</b>	Non-statutory
<b>Aims and objectives of partnership</b>	<p>Gateway is a partnership between Kent County Council and Gravesham Borough Council, set up to provide a wide range of public and voluntary services in one convenient location.</p> <p>Gateway is about creating better access for customers to a range of public services. In providing access at a single location, it is intended to:</p> <ul style="list-style-type: none"> <li>• improve the customer's experience of seeking assistance by creating a friendly and approachable service providing joined up and effective delivery;</li> <li>• improve service delivery by increased customer focus and sharing of information; and</li> <li>• Increase efficiency by working collaboratively.</li> </ul>
<b>Expected outcomes</b>	Joining up of information to the benefit of customers; information sharing.
<b>Links to GBC Corporate Objectives</b>	<p><b>Objective #3 Progress</b></p> <p><i>An entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment.</i></p>
<b>GBC Resources (financial, officer, assets etc.)</b>	<ul style="list-style-type: none"> <li>• Management and Officer time to drive the direction of the Gateway and deliver customer service requirement.</li> <li>• The Gateway is located in the Civic Centre reception and there is use of facilities in the Civic Centre for Gateway staff.</li> </ul>
<b>Partnership membership</b>	Kent County Council and Gravesham Borough Council
<b>Governance arrangements</b>	<p>Current reporting mechanism covering financial planning, operational issues and general performance is in place between Service Manager (Communities) and Director (Communities) (GBC), and Gateway Operations Manager.</p> <p>Decisions relating to the budget or fundamental changes are reported to Members.</p>
<b>Financial reporting arrangements and timeframe for reporting</b>	Annual budget review and business planning.
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Reports to GBC Management Team and Lead Member.
<b>Risk Assessment</b>	<p>KCC and GBC have signed agreements to deliver the joint Gravesham Gateway for a period of 15 years. KCC contribute 50% towards the costs of management, staffing and premises space. Generated income is also shared on a 50/50 basis.</p> <p>The risk would be if the partnership arrangement were dissolved by either party then a share of the initial set-up and building costs would be awarded to the other party.</p>

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<b>Safeguarding Obligations</b>	<p>Gravesham Gateway consists of a number of service providers who deliver support and advice to vulnerable adults / children. These include, for example, Kent Police, Citizens Advice North &amp; West Kent, Victim Support and Carers First, domestic abuse support, supported employment and housing advice.</p> <p>Whilst the specific delivery partners working within the Gateway change from time to time, the general range of support has continued to be offered or can be signposted.</p> <p>The formal Gravesham Gateway partnership does not have its own Policy, however, both partners (Gravesham Borough Council and Kent County Council) do. Officers would follow their respective policy.</p> <p>In the event of an incident within the Gravesham Gateway, Gravesham Borough Council's procedures are followed</p>		
<b>Equalities Obligations</b>	<p>Gateways are specifically developed to meet equality requirements and, in particular, accessibility of services for all customers. The concept of providing face to face services alongside digital, of enabling interpreting and translation services across all partners is part of the core offer</p>		
<b>Climate Change Considerations</b>	<p>Delivering a range of services from one central point supports the climate change agenda by reducing multiple travel points for customers and reducing building and utility requirements for agencies. There are economies of scale with regards to use of power and facilities which are delivered on a shared basis which directly attribute to reducing carbon omissions (for example, heating one premises, as opposed to multiple)</p>		
<b>Date Partnership Created / Approved by Cabinet</b>	April 2010	<b>Date Partnership Terminates (if applicable)</b>	2025 if runs to full term of 15 years

Significant partnership

Other partnership

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<b>Name of Partnership</b>	<b>G-Safe Town Centre Crime Reduction (Radionet) Scheme</b>
<b>Responsible Officer</b>	Kath Donald (Strategic Manager, Community Safety Unit) Sean Steer (Operations Manager, Community Safety Unit)
<b>Lead Member(s)</b>	Councillor Shane Mochrie-Cox, Cabinet Member for Community and Leisure
<b>Statutory Status</b>	Non-statutory Partnership
<b>Aims and objectives of partnership</b>	G-Safe aims to: <ul style="list-style-type: none"> <li>• Reduce and prevent crime and anti-social behaviour including alcohol-related crime and disorder;</li> <li>• Improve the detection of crime with a view to apprehending and prosecuting offenders;</li> <li>• Reduce fear of crime and the effects of the fear of crime;</li> <li>• Create a safe and secure environment for customers, staff and visitors;</li> <li>• Strengthen joint working between the business community, Police, Local Authority and other agencies and organisations both locally and in partnership with neighbouring Districts and Boroughs.</li> </ul>
<b>Expected outcomes</b>	Reductions in crime, anti-social behaviour and substance misuse; Increased confidence within the business and retail community in Gravesham as a good place in which to invest; Improved public perceptions about personal safety and the promotion of Gravesham as a safe place to socialise; Improved sharing of intelligence between the G-Safe Scheme, the Council's Community Safety Unit (CSU)/other Departments as necessary and Kent Police.
<b>Links to GBC Corporate Objectives</b>	<b>Objective #1 People</b> <i>A proud community; where residents call a safe, clean and attractive Borough their home.</i> <b>Objective #2 Place</b> <i>A dynamic Borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community.</i>
<b>GBC Resources (financial, officer, assets etc.)</b>	The day-to-day management, delivery and financial control of the G-Safe Scheme has operated independently of the Council since June 2011, (as is the case with other Town Centre Crime Reduction initiatives across the County and as recommended by Kent Police). The G-Safe Co-ordinator is employed and managed directly by the G-Safe Board. The Council provides the G-Safe Co-ordinator with an hot desk at the Civic Centre and allows Council meeting rooms to be used (subject to availability) for G-Safe meetings.  CSU officers attend and provide advice as appropriate to G-Safe Board meetings. This ensures that good links are maintained between G-Safe members, the CSU and the CCTV service operating from Medway. The CSU works closely with the G-Safe Co-ordinator who attends CSU Daily Briefing meetings to enable the sharing of information and intelligence particularly with Kent Police.  Quarterly G-Safe Board meetings are attended by the CSU Strategic Manager or Operations Manager. Bi-monthly Members' Meetings are also often attended as these are particularly helpful for information-sharing regarding prolific offenders.

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<b>Partnership membership</b>	Gravesham Borough Council, Kent Police, local retailers, businesses and licensed premises, KCC Community Warden Service, Street Pastors, Kyndi (CCTV Service).
<b>Governance arrangements</b>	<p>The Scheme is governed by a Constitution and Code of Practice as agreed by the G-Safe Board to accurately reflect the current arrangements. The Scheme's operating practices are audited by the Association of Business Crime Partnerships (ABCP) and it has been recognised as having excellent procedures in place. Audits by ABCP take place every two years and the last audit deemed the Scheme worthy of a Distinction for its governance arrangements.</p> <p>The Strategic Manager or Operations Manager, CSU, attends the quarterly G-Safe Board meetings because of the benefits of our joint working but the Council does not have any voting rights. Whilst Council officers attend these meetings they do not have any responsibility for their administration or governance – these functions are carried out independently by the G-Safe Co-ordinator.</p>
<b>Financial reporting arrangements and timeframe for reporting</b>	Financial management of the Scheme rests in its entirety with the G-Safe Board as the Scheme operates completely independently of the Council. We are not required to support the Scheme financially and the G-Safe Board conducts its own financial monitoring. The Scheme has from time to time bid for CSU funding and is then subject to the same criteria and application process that applies to all other organisations approaching the CSU for financial support.
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Performance monitoring of the Scheme is managed by the G-Safe Coordinator, with regular reports being provided to its' quarterly Board meetings. A formal review of the Partnership's arrangements is completed as part of the Scheme's Annual General meeting, including consideration of its' membership.
<b>Risk Assessment</b>	The G-Safe Scheme is a self-financing initiative with its running costs being met through Radionet membership fees and any additional new work relies on the successful external applications/bids for funding. The impact of Covid-19 which has led to the closure of a number of businesses in Gravesend town centre will mean the loss of some revenue. Further closures resulting in reduction in members will need to be balanced by new members joining the Scheme and longer-term, further reductions in members could affect the financial viability of the Scheme.
<b>Safeguarding Obligations</b>	<p>This partnership contributes to the protection of children and vulnerable people living in or visiting Gravesend town centre. In particular, registration of vulnerable people onto the Shop Safe Scheme e.g. people with dementia/mental health issues who may become confused or disorientated when out and about, allows them to be assisted by any G-Safe member premises who can access their details and contact a family member/carer.</p> <p>The Scheme has also been instrumental in locating children/young people and adults who are reported missing.</p> <p>The G-Safe Scheme follows clear procedures when safeguarding issues arise and the advice of the CSU (Council and Police staff) is sought as necessary.</p>
<b>Equalities Obligations</b>	The Scheme/Partnership contributes to improving community safety for all local residents and those working or visiting the area and does not negatively impact any protected equalities characteristics. In fact, it serves to positively support activity to reduce the risks of harm to any individuals who may be/may feel more vulnerable to victimisation because of protected characteristics.
<b>Climate Change Considerations</b>	The work of this Partnership does not have an impact on climate change.

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<b>Date Partnership Created / Approved by Cabinet</b>	As an independent entity, created June 2011.	<b>Date Partnership Terminates (if applicable)</b>	N/A
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Significant partnership

Other partnership

**Gravesham Borough Council**  
**Register of Partnerships and Shared Working Arrangements**  
**– July 2022**

<b>Name of Partnership</b>	<b>North West Kent Volunteer Service</b>		
<b>Responsible Officer</b>	Anita Tysoe – Service Manager Town Centre and Cultural Services		
<b>Lead Member(s)</b>	Cllr Shane Mochrie-Cox Lead Member for Community and Leisure		
<b>Statutory Status</b>	Non Statutory Partnership		
<b>Aims and objectives of partnership</b>	The aims of this partnership are to deliver a volunteer service within Gravesham including a befriending service.		
<b>Expected outcomes</b>	A robust cohort of trained and supported volunteers.		
<b>Links to GBC Corporate Objectives</b>	<p><b>Objective #2 Place</b>  <i>a dynamic borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community</i></p> <p>Specifically contribution to developing a cohesive and resilient community by developing volunteering across the borough.</p>		
<b>GBC Resources (financial, officer, assets etc.)</b>	<ul style="list-style-type: none"> <li>Officer time in monitoring and developing the SLA</li> <li>Funding of £8,000 for the year 2022-23 through a SLA</li> <li>In-kind support in respect of meeting rooms and general advice</li> </ul>		
<b>Partnership membership</b>	Charity		
<b>Governance arrangements</b>	<ul style="list-style-type: none"> <li>A signed Service Level Agreement</li> <li>Six monthly written update and an annual report.</li> </ul>		
<b>Financial reporting arrangements and timeframe for reporting</b>	Produce annual audited accounts		
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Annually through the Service Level Agreement with an interim update after six months.		
<b>Risk Assessment</b>	Failure to support a borough wide volunteering service could lead to a lack of capacity and co-ordination to respond to emerging needs and crisis		
<b>Safeguarding Obligations</b>	In providing support and developing skilled volunteers this agreement will promote safe practices supporting the council's wider Safeguarding commitment.		
<b>Equalities Obligations</b>	This partnership positively contributes to the council's objective of understanding our communities and building a cohesive and inclusive borough		
<b>Climate Change Considerations</b>	This partnership will be encouraged to support GBC's Climate Change ambitions and to include progress in their annual report		
<b>Date Partnership Created / Approved by Cabinet</b>	March 2021	<b>Date Partnership Terminates (if applicable)</b>	March 2023

Significant partnership

Other partnership

**Gravesham Borough Council**  
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<b>Name of Partnership</b>	<b>Oasis Domestic Abuse Services</b>		
<b>Responsible Officer</b>	Anita Tysoe – Service Manager Town Centre and Cultural Services		
<b>Lead Member(s)</b>	Cllr Shane Mochrie-Cox Lead Member for Community and Leisure		
<b>Statutory Status</b>	Non Statutory Partnership		
<b>Aims and objectives of partnership</b>	The aims of this partnership are to provide specialist domestic abuse support accessible to all those who need it. This support includes to those escaping abuse and also to educate, prevent and raise awareness.		
<b>Expected outcomes</b>	Support provided to those in need and increased awareness of the service		
<b>Links to GBC Corporate Objectives</b>	<p><b>Objective #2 Place</b>  <i>a dynamic borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community</i></p> <p>Specifically contribution to developing a cohesive and resilient community by providing support to those in need.</p>		
<b>GBC Resources (financial, officer, assets etc.)</b>	<ul style="list-style-type: none"> <li>Officer time in monitoring and developing the SLA</li> <li>Funding of £8,000 for the year 2022-23 through a SLA</li> <li>In-kind support in respect of meeting rooms and general advice</li> </ul>		
<b>Partnership membership</b>	A charity		
<b>Governance arrangements</b>	<ul style="list-style-type: none"> <li>A signed Service Level Agreement</li> <li>Six monthly written update and an annual report.</li> </ul>		
<b>Financial reporting arrangements and timeframe for reporting</b>	Produce annual audited accounts		
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Annually through the Service Level Agreement with an interim update after six months.		
<b>Risk Assessment</b>	Failure to provide a domestic abuse service would place a significant number of residents in a vulnerable and potentially dangerous position.		
<b>Safeguarding Obligations</b>	This agreement will promote safe practices supporting the council's wider Safeguarding commitment.		
<b>Equalities Obligations</b>	This partnership positively contributes to the council's objective of understanding our communities and building a cohesive and inclusive borough.		
<b>Climate Change Considerations</b>	This partnership will be encouraged to support GBC's Climate Change ambitions and to include progress in their annual report		
<b>Date Partnership Created / Approved by Cabinet</b>	March 2021	<b>Date Partnership Terminates (if applicable)</b>	March 2023

Significant partnership

Other partnership



**Gravesham Borough Council**  
**Register of Partnerships and Shared Working Arrangements**  
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<b>Name of Partnership</b>	<b>Thames Defence Heritage</b>
<b>Responsible Officer</b>	Lyndsey Thompson, Arts and Heritage Officer
<b>Lead Member(s)</b>	Cllr Shane Mochrie-Cox Lead Member for Community and Leisure
<b>Statutory Status</b>	Non-statutory partnership
<b>Aims and objectives of partnership</b>	The promotion, development and maintenance of a fortifications and historical defence sites within the borough.
<b>Expected outcomes</b>	Within these objectives the partnership aims to restore and make accessible to public viewing: <ul style="list-style-type: none"> <li>• New Tavern Fort;</li> <li>• The Civil Defence Control Centre at Woodlands Park; and</li> <li>• Chantry Heritage Centre.</li> </ul>
<b>Links to GBC Corporate Objectives</b>	<b>Objective #2 – Place</b> <i>A dynamic borough; defined by a vibrant and productive local economy taking advantage of growth in the area, supported by its strong and active community.</i>
<b>GBC Resources (financial, officer, assets etc.)</b>	<ul style="list-style-type: none"> <li>• A fee of £4,200 per annum is paid to TDH to operate the Chantry Heritage Centre on behalf of GBC.</li> <li>• GBC offers free use of the Civil Defence Control Centre and New Tavern Fort to TDH who charge a nominal fee for visitors to enter.</li> <li>• CHC is curated and managed by GBC but staffed by TDH.</li> <li>• Maintenance and repair costs for all facilities are the responsibility of GBC including service charges. TDH are responsible for Portable Appliance Testing on their own property within the facilities.</li> <li>• Exhibits within the facilities are mainly in the ownership of TDH except for the CHC. Each facility has a number of items fixed to the asset and therefore in the ownership of GBC</li> </ul>
<b>Partnership membership</b>	Thames Defence Heritage and Gravesham Borough Council
<b>Governance arrangements</b>	The governance arrangements for the partnership with Thames Defence Heritage (TDH) are set out in the 2022-23 Operational Agreement. The purpose of this operational agreement is to define the relationship between Gravesham Borough Council and TDH and to set out the terms of the working partnership between the two parties. In addition, a licence for access is in place for TDH to occupy New Tavern Fort and Civil Defence Control Centre.
<b>Financial reporting arrangements and timeframe for reporting</b>	The operational agreements are reviewed on an annual basis.
<b>Performance monitoring arrangements and details of formal review of partnership arrangements.</b>	Monthly attendance figures are submitted by TDH. Regular meetings arranged.
<b>Risk Assessment</b>	The potential reduction in financial resources would severely undermine the corporate objectives.
<b>Safeguarding Obligations</b>	N/A

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<b>Equalities Obligations</b>	TDH are aware of the Council's Equalities Policy and support the aims and objectives through their operation as a voluntary community group, by providing members of the community with the opportunity to lead an active role within the heritage provision.		
<b>Climate Change Considerations</b>	The objective of TDH is to preserve our built and cultural heritage and therefore supporting climate change is a priority. As a volunteer organisation partnered with the council, TDH are aware of our commitment to climate change and support our aim to become carbon neutral by 2030.		
<b>Date Partnership Created / Approved by Cabinet</b>	Early 1970's	<b>Date Partnership Terminates (if applicable)</b>	N/A

Significant partnership

Other partnership

**Glossary of Terms**

To provide assistance to officers, Members and members of the public when reading the council's Corporate Register of Partnerships, a **Glossary of Terms** has been developed to provide additional information about the meaning of some of the words included within the register.

<b>Term Used</b>	<b>Meaning</b>
<b>ASB</b>	Anti-social Behaviour
<b>CCTV</b>	Closed-circuit television (CCTV) is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors; it is not openly transmitted
<b>Code of Practice</b>	Written guidelines issued by the partnership to its members to help them comply with the standards expected of the partnership.
<b>Crime Reduction Grant</b>	A grant provided by the Kent Police and Crime Commissioner to local councils' Community Safety Partnerships (CSPs) and other groups.
<b>CSU</b>	Community Safety Unit – officers employed by Gravesham Borough Council to provide a community safety service.
<b>CVSNWK</b>	Council for Voluntary Services North West Kent
<b>Home Office</b>	The Home Office is the lead government department for immigration, passports, counter-terrorism, policing, drugs and crime.
<b>ICO</b>	Information Commissioner's Office
<b>Kyndi</b>	The commercial trading arm of Medway Council, formerly the Medway Commercial Group.
<b>Local Government Act 1972</b>	An Act of Parliament in the United Kingdom that makes provision with respect to local government and the functions of local authorities in England and Wales.
<b>Local Government Act 2000</b>	An Act to make provision with respect to the functions and procedures of local authorities and provision with respect to local authority elections; to make provision with respect to grants and housing benefit in respect of certain welfare services; to amend section 29 of the Children Act 1989; and for connected purposes.
<b>Localism Act 2011</b>	An Act to make provision about the functions and procedures of local and certain other authorities; to enable the recovery of financial sanctions imposed by the Court of Justice of the European Union on the United Kingdom from local and public authorities; to make provision about local government finance; to make provision about town and country planning, the Community Infrastructure Levy and the authorisation of nationally significant infrastructure projects; to make provision about social and other housing; and for other connected purposes.
<b>Locata</b>	Locata is a company set up to work with all the partners and matches people to homes. It uses a choice-based lettings scheme which means it will not be the council or housing association who find and allocate you a home.
<b>Memorandum of Understanding (MOU)</b>	A written document describing the roles and responsibilities of two (or more) parties on a particular venture. An MOU is less formal than a contract, but is often signed by the parties involved to indicate their agreement to the principles contained in the MOU. A MOU is sometimes a precursor to a formal agreement.

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<b>Term Used</b>	<b>Meaning</b>
<b>Partnership</b>	The council defines a partnership as “an agreement between the Council and one or more independent bodies to work together to achieve the council’s Corporate objectives”.
<b>Partnership Agreement</b>	An agreement between the relevant partners setting out how the partnership will operate and the commitment each will make to the partnership.
<b>Police and Crime Commissioner</b>	Police and crime commissioner will be elected to ensure the policing needs of their communities are met as effectively as possible, bringing communities closer to the police, building confidence in the system and restoring trust
<b>Police and Justice Act 2006</b>	An act extending police powers and granting the Home Office greater control over operational policing.
<b>Radionet</b>	A system of radio stations operating with each other in order to ensure fast communication across a wide ranging area
<b>Risk Register</b>	A risk register is a table of project risks that allows you to track each identified risk and any vital information about it.
<b>Service Level Agreement (SLA)</b>	A document which is agreed between the partners and records a common understanding about services, priorities and responsibilities and clearly defines the "level of service" expected through targets etc.
<b>Significant Partnership</b>	A partnership for which there is a council resource provision of £50,000 or greater or one that is fundamental to the delivery of a corporate objective as established within the council’s Corporate Plan. Without this effective partnership therefore, the delivery of Gravesham Borough Council’s key corporate goals would not occur. This will also include those partnerships that have been established to deliver legal or statutory requirements on behalf of the council.
<b>Strategic Assessment</b>	Under the Police and Justice Act (2006), Crime and Disorder Reduction Partnerships (CDRP) are required to produce an annual strategic assessment which identifies the priorities they will tackle over the next 3 years.
<b>Terms of Reference</b>	A document which describes the purpose and structure of a partnership along with basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders.