

Role of Chair of Rochford Community Safety Partnership

Role Description

- To provide leadership to the Rochford CSP Steering Group and CSP Reference Group and to promote the Partnership and its work
- To Chair the Steering Group and Reference Group in an impartial and inclusive manner and to ensure that its business is conducted properly
- To ensure that all Partners are fully involved and encouraged to contribute to discussion and decisions at the Steering Group meetings and Reference Group meetings. Whilst adhering to the principles of equal opportunities and valuing diversity.
- To ensure all the seven statutory members, Rochford District Council, Essex Police South Eastern Division (Rochford District), Essex Police Authority, Essex County Fire and Rescue Service, South East Essex Primary Care Trust, Essex County Council and Essex Probation Service are represented at Steering Group and Reference Group meetings
- To ensure all meetings are planned and run effectively, determine the content of the agenda for both Steering and Reference Group meetings, focus on the key issues and priorities of the Partnership and ensure decisions of the Partnership are reached in an open and transparent manner and are guided by the Partnership's aims and objectives
- To ensure that clear decisions are made and that decisions are recorded and communicated
- To ensure that an accurate record is made of all Steering and Reference meetings and the minutes are distributed to the members of each group in a reasonable timescale
- To work with the Community Safety Team to plan Steering and Reference Group meetings, secure commitment of partners of the Partnership and its work and to secure the resources required for the Partnership to function effectively

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- To represent and promote the Partnership at meetings, events and conferences and from time to time make presentations on behalf of the Partnership
- To attend and represent the Partnership at Safer Essex meetings
- To delegate responsibilities to other Partnership members when appropriate
- To act on matters that may be deemed 'urgent' (i.e. when a delay may be to the detriment of the Partnership, an employee or other individual/groups mandated to work with the Partnership), wherever possible
- To act on behalf of the Partnership where timescales dictate and where the view of the Partnership is required. In these situations, the Chair should seek the views of as many members as possible
- To provide effective and accountable leadership for the Partnership
- When not acting as Chair of the Partnership, he/she will act as representative of their sector and perform that role as agreed with their sector. When acting as Chair, he/she must act impartially representing the interests of the Partnership as a whole.
- Term of office will initially be for 12 months and then subject to a re-election process in accordance with the Terms of Reference.