

Terms of Reference for Steering Group

1. Oversee the development of the Strategic Assessment, reviewing the document annually, taking account of any changes in national and local targets and community priorities.
2. Oversee the development and review of the Annual Partnership Plan.
3. Reporting to the RAG in connection with 1 & 2 for ratification.
4. Reporting to the Rochford Community Safety Partnership Reference Group.
5. Developing and performance managing the action plans, which underpin the Partnership Plan and holding responsible bodies to account.
6. Monitoring and measuring the overall performance of Rochford Community Safety Partnership (CSP) and reporting to the Responsible Authority Group (RAG) and Rochford Local Strategic Partnership Executive (LSP) on progress.
7. Sub group Chairs to formally report at the Rochford CSP Steering Group bi-monthly meetings using the CSP Highlight Report form, progress against agreed action plans and targets.
8. Formal reporting using highlight report forms to the CSP Steering Group on a bi-monthly basis from the Chairs of the CSP sub groups as to progress against agreed action plans and targets.
9. Commission appropriate services in direct response to our identified Strategic priorities and manage the allocated Home Office grant in accordance with the local government financial procedures.
10. Commission services for capital and revenue spend against CSP priorities:-
 - Bids of less than £2,000 to be referred to the corresponding sub group for majority decision. Chair of the sub group to report recommendation to the Steering Group
 - Bids of more than £2,000 to be referred to the steering group for majority decision
 - All bids and decisions to be minuted

Community Safety Partnership

11. Publish at the beginning of each financial year the Annual Partnership Plan, Executive Summary and Community Safety Partnership Priorities Action Plans on the Rochford CSP web page on the Rochford District Council website.
12. Update on a quarterly basis the Rochford CSP web page with the CSP Action Plans detailing performance against targets.
13. Regularly update the Rochford CSP web page with details of CSP funded projects across the district for the financial year.
14. Monitor funded projects and manage any under performance reported by the sub groups.
15. A member from each of the key statutory partners should regularly attend and participate at Reference Group and Steering Group meetings and feedback to their own organisations:
 - Essex Police
 - Rochford District Council
 - South East Essex Primary Care Trust
 - Essex County Council
 - Essex Fire and Rescue Service
 - Essex Probation
 - Essex Police Authority
16. The group should have the ability to co-opt other members as required along with representatives from sub-groups.
17. Both CSP Reference and Steering Groups will have the same elected Chair and Vice Chair.
18. All meetings to be minuted.
19. In line with Rochford Local Strategic Partnership Governance Procedures*, the CSP will formally review the full membership of its Partnership every two years and in addition will annually review both the Chairman and Vice-Chairmanships.

* To obtain a copy of "**Rochford LSP** Guide to Structures, Governance and the Performance Management Framework " please log onto:-
http://www.rochford.gov.uk/council_and_democracy/partnerships/local_strategic_partnership