



# WESTGATE-ON-SEA TOWN COUNCIL

## COMMUNITY SAFETY STEERING GROUP

### TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

#### 1. Introduction

The Steering Group may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to: -

The Town Council's approved Budget and Financial Regulations

Any previous minuted decision of the Town Council

Any matters reserved to the Town Council by law

#### 2. COMMUNITY SAFETY STEERING GROUP

##### **Role of Steering Group:**

The purpose of the Steering Group shall be to support the Town Council to carry out the following tasks:

Investigate and identify areas in the town that present concern for the safety of the community.

Liaise with relevant authorities and organisations to gather data from a wide range of sources to ensure that conclusions reached are fully evidenced with any concerns reported back to the Town Council.

Liaise with relevant authorities and organisations to be as effective as possible.

To include wherever possible the future needs and developments in the community.

Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible in relation to public safety.

Identify priorities and timescales for local action, including the lead organisations and potential sources of project funding as required.

Consider assorted options to address areas of concern, for example CCTV provision, Community Shield Scheme, Thanet Safe Radio System and Thanet Youth Service.

Regularly report back to the Town Council on progress, issues arising, outcomes and endorsement of decisions taken with recommendations included in factual reports.

##### **Membership:**

The steering group will be made up from a good cross-section of the community, including two Town Councillors nominated by the Town Council. Effort will be made to

seek representation from under-represented sections of the community. It is preferable to have representation from Kent Police, Thanet District Council and Kent County Council to ensure that communication is maintained with the relevant authorities.

Membership of the Steering Group will be open to the public indefinitely.

### **Defining Roles**

At the first meeting, the Steering Group will elect a Chairperson and Secretary. If these positions should become vacant, the Group will elect an alternate.

Wherever possible all other members should have a specific role, to be agreed by the Steering Group.

### **Roles and Relationships**

Westgate-on-Sea Town Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.

Town Councillors who are also members of the Steering Group will act as a liaison between the two bodies and provide a regular report to the Town Council, for endorsement.

The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.

It is expected that all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest.

Whilst members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Group reflects their collective expectations.

All communications provided to the wider community will be agreed and approved by the Town Council; failure to adhere to this will result in the removal of the individual from the Steering Group membership.

Any expenditure incurred for activities undertaken by the Steering Group will need the prior approval of the Town Clerk.

### **Decision Making**

The Steering Group is established as having full delegated authority from the Town Council to research, identify and provide factual reports and recommendations in relation to community safety concerns and proposals for solutions.

All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Town Council with appropriate recognition of the Town Council's position given in all communications associated with the Group.

### **Meetings**

Steering Group meetings will take place bi-monthly, or at the request of the Steering Group if required.

All meetings to be held at Town Council office unless previously agreed with the Town Clerk.

At least five clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to each individual member.

Whenever possible, notices of meetings should detail the matters to be discussed.

The secretary shall keep a record of meetings and circulate notes to Steering Group members and the Town Council in a timely fashion. Minutes shall be made publicly available on the Town Council website.

All meetings should be open to the public.

Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of three members shall be present for decisions to be taken. A simple majority vote will be required to support any motion. The Chairperson will have one casting vote.

Copies of the Town Council's Code of Conduct will be available at all Community Safety Steering Group meetings.

### **Working Groups**

The Steering Group may establish working groups, made up of volunteers from the community to aid them in any related work.

Each working group should have a lead person from the Steering Group.

### **Changes to the Terms of Reference**

This constitution may be amended with the support of at least two thirds of the current membership at a Steering Group Meeting and with the approval of the Town Council.

### **Dissolving the Steering Group**

At the conclusion of the project the Town Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Town Council.