



Exeter Community Safety Partnership Terms of Reference

1.0 Purpose

- 1.1 The Safer Exeter Community Safety Partnership forms part of the Safer Devon Community Safety Partnership, which provides leadership for community safety across the county.
- 1.2 Safer Exeter has an important role in tackling a range of community safety and public protection issues, with the purpose of ‘making our city safer for all’. It has a statutory responsibility for identifying local priorities via a [Community Safety Strategic Assessment](#) produced by the Safer Devon Community Safety Partnership.
- 1.3 Safer Exeter will bring together local partners to formulate the three year Action Plan and to implement strategies to tackle crime, disorder and antisocial behaviour within the Exeter City Council area, utilising the Community Safety Strategic Assessment, as well as results of the Exeter City Council annual residents survey.
- 1.4 The vision of Safer Exeter is ‘*Making our city safer for all*’.
- 1.5 Community Safety Partnerships were introduced as part of the [Crime and Disorder Act 1998](#) (section 6) to bring together local partners to formulate and implement strategies to tackle crime, disorder and antisocial behaviour in their communities.

2.0 Responsibilities

- 2.1 To discharge the statutory responsibilities under the Crime & Disorder Act 1988; Police Reform Act 2012; Anti-Social Behaviour, Crime and Police Act 2014 and Police, Crime and Sentencing Act 2022 effectively.
- 2.2 To develop a three year Action Plan, reviewed annually, with agreed priorities and measurements to be monitored and reported on to the Executive Group. The Action Plan will include how Safer Exeter will address the delivery and performance of the priorities. The review, evaluation and evidence of the success of the Action Plan will be fed into the annual review the strategic assessment. The structure of Safer Exeter is within Appendix 1.
- 2.3 Safer Exeter will develop strong links with and between local agencies and organisations within the statutory and voluntary sector to assist in the local delivery of the Action Plan.
- 2.4 Safer Exeter will work with the Safer Devon Partnership, to ensure local priorities and actions are aligned.

- 2.5 Safer Exeter to be aware and sighted of emerging issues and threats in Exeter and instigate actions to mitigate against them.
- 2.6 A Management Group will lead on the delivery, monitoring and evaluation of the three year action plan, made up of chairs of each of the Working Groups.
- 2.7 To set up Working Groups, to deliver the three year Action Plan, replicating the priorities of Safer Exeter. As and when required, Task and Finish Groups will be set up, to focus on delivering a specific task or project.
- 2.8 The Executive Group will hold at least one public meeting during each year, attended by Responsible Authority members of Safer Exeter, where members of the public are able to attend to ask questions of Safer Exeter.
- 2.9 Safer Exeter will consult residents and communities of Exeter about crime and disorder issues in their neighbourhood. This will be undertaken through the annual Exeter residents survey, using the results of the survey to inform the annual review of the Action Plan. The quarterly D&C Police Neighbourhood Meetings, attended by elected members, will be an opportunity for community feedback on the work of Safer Exeter.
- 2.10 Measures from Exeter City Council's Performance Management Framework will be used to monitor the effectiveness of Safer Exeter, including:
- *How safe or unsafe do you feel when outside in your local area after dark?*
 - *To what extent do you agree or disagree that your local area is a place where people from different ethnic backgrounds get on well together?*
- 2.11 Where grant funding has been awarded, Safer Exeter will ensure the effective spend of any grant allocation, and accountability, as set out in the grant terms and conditions.
- 2.12 The management group will ensure that effective and up to date information sharing agreements are in place.
- 2.13 Safer Exeter will support the priorities and work of Safer Devon and the Office of the Police and Crime Commissioner and play an active role in the development and, where appropriate, delivery of the Police and Crime Plan and the Peninsula Serious Violence Prevention Programme and Strategy.
- 2.14 Where there is targeted local action and these relate to ASB and Community Safety, such as the City Centre Hyper Local ASB Meetings, they will fall under the relevant Working Group. Representation will also be included from relevant ward Councillors.
- 3.0 Administration**
- 3.1 Exeter City Council shall be responsible for administering Executive meetings, distributing minutes and the development of the three year Action Plan.

- 3.2 The Executive Agenda will be prepared by the Chair in consultation with Deputy Chairs, with all papers sent at least 5 working days before the meeting date. The tabling of agenda items will not be permitted unless agreed by the Chair in advance of the meeting.
- 3.3 The Management Group is the responsibility of Exeter City Council, the administration of the group may be delegated to the organisation that the Chair represents, if this is felt to be more practical.
- 3.4 Safer Exeter is subject to Freedom of Information Enquiries. All confidential and sensitive information will be redacted in all documents prior to publication.
- 3.5 Meeting notes of the Safer Exeter Executive and Management Group will be distributed after the meeting and will be uploaded onto www.exeter.gov.uk/saferexeter
- 3.6 Exeter City Council will lead on communications for the Community Safety Partnership, Safer Exeter.

4.0 Membership

- 4.1 The membership of Safer Exeter will be formed of the following organisations:

Crime and Disorder Act Partners Responsible Authority Core Member	None Crime and Disorder Act Partners Co-Opted Partners Key Contributor
Exeter City Council	Exeter Business Against Crime
Devon & Cornwall Police	Space Youth Services
Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly	University of Exeter
Devon & Somerset Fire & Rescue	University of Exeter Guild of Students
Devon & Torbay National Probation Service (Exeter)	Exeter College
Devon County Council	Exeter Chamber of Commerce
The Royal Devon University Healthcare NHS Foundation Trust	InExeter
NHS Devon (ICB Devon)	British Transport Police
Devon Partnership NHS Trust	CoLab
HMP Exeter	Ted Wragg Multi Academy Trust
	Exeter Street Pastors
	Inclusive Exeter
	Met Office
	Devon Youth Offending Service

- 4.2 A member from each of Responsible Authority and Co-Opted Partner should regularly attend and participate at Executive Group Meetings and feedback to their own organisations. It is important that those within Safer Exeter have an

appropriate level of seniority within their own organisation, to commit resources to joint projects and to make decisions.

- 4.3 Other city partners, who may be able to contribute to collaborative work to address specific community safety issues, may be invited to attend the Executive Group as and when appropriate.
- 4.4 Safer Exeter will formally review the full membership of the Safer Exeter Executive Group once a year, to ensure that the right people with the right skills are contributing to the work of Safer Exeter. Any change to the membership will be ratified at the following meeting, with invites sent to any new members for the meeting following ratification.

5.0 Governance

- 5.1 Due to discussions at Safer Exeter meetings being sensitive and confidential in nature, attendance at meetings is by invite only. Named officers and elected members from Responsible Authorities will be invited to attend Safer Exeter meetings, with both being advised to share information with relevant officers, Ward Cllrs and other Portfolio Holders.

- 5.2 For each Local Authority, the Portfolio Holder for community safety and communities to attend Safer Exeter meetings. This will help to embed the principle of democratically accountable political leadership across Safer Exeter. The elected member role is to:
- Help Safer Exeter to secure funds and resources to address community concerns
 - Raise community concerns and support community engagement
 - Keep Safer Exeter informed of local priorities and targets
 - Ensure Safer Exeter priorities are reflected in the work of their respective local authority
 - Encourage open discussion and transparent decision-making
 - Provide a steer in reaching difficult decisions on those issues that involve competing public interests or may prove contentious in an area
 - Bed community safety issues in the policy and decision-making processes of their respective local authority local authority
 - Ensure that other Portfolio Holders, and relevant ward Cllrs are fully briefed on the delivery of the Action Plan, community safety and how both affect other portfolio areas.

- 5.3 As part of the annual review of Safer Exeter priorities, the Management Group will review Safer Exeter Privacy Notice, the Data Sharing Agreement with external agencies and internal City Council Services, as well as the City Council's Data Retention & Disposal Policy.

- 5.4 Terms of Reference for the Executive, Management Group and Working Groups are reviewed and updated annually.

6.0 Domestic Homicide Reviews

- 6.1 Exeter City Council will nominate an officer that will sit on the Domestic Homicide Core Group when deciding whether a death in Exeter meets the criteria to set up a Domestic Homicide Review.
- 6.2 The Exeter City Council nominated officer (or nominated deputy) will sit on the Domestic Homicide Review Panel to help co-ordinate actions across Safer Exeter.
- 6.3 The Executive will be required to read the final report written by the Independent Chair of the panel and give approval for the report to be submitted to the Home Office.
- 6.4 The Executive Group will ensure that actions coming out of the review are discussed at Executive Meetings of Safer Exeter, and that the Executive respond to those which are relevant to the Partnership, and a written record is kept.
- 7.0 Review**
- 7.1 These Terms of Reference will be reviewed every three years or sooner where there are changes in legislation, regulation or governance that will affect the function of the Partnership.
- 7.2 Local Government Reorganisation (LGR) is likely to impact Safer Devon, and therefore Safer Exeter. When the new unitary authorities for Devon are created from April 2028, the governance for Safer Devon and Safer Exeter will need to reflect this.
- 7.3 These Terms of Reference have been developed using the following guidance:
- [‘Delivering Safer Communities: A guide to effective partnership working. Guidance for Crime and Disorder Reduction Partnerships and community Safety Partnerships.](#)
 - [National Support Framework ‘Delivering Safer and Confident Communities’.](#)
 - [Crime and Disorder Act 1998 – Crime and Disorder Strategies](#)
 - [Anti-social Behaviour, Crime and Policing Act 2014](#)

Appendix 1

