



Safer Exeter
Executive Group
Terms of Reference

1.0 Purpose

- 1.1 Safer Exeter has an important role in tackling a range of community safety and public protection issues. The Vision for Safer Exeter is ***‘making our city safer for all’***.
- 1.2 Safer Exeter has established the Executive Group to lead on:
- setting the priorities of Safer Exeter
 - develop and monitor a three year action plan for Safer Exeter
 - address any risks and issues raised through the Management Group and members
- 1.3 By addressing safety within Exeter, we will instil confidence and address community cohesion within our communities and neighbourhoods.
- 1.4 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 Executive will provide guidance to members of Safer Exeter and to make them aware and sighted of emerging issues and threats in Exeter and instigate actions to mitigate against them.
- 2.2 Develop a three year action plan and supporting priorities, developed from the Safer Devon [Community Safety Strategic Assessment](#) the results of the [2025 Exeter residents survey](#) and any additional data and evidence from city partners.
- 2.3 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.
- 2.4 The Executive will ensure that Safer Exeter supports 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.

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 Safer Exeter is subject to Freedom of Information Enquiries. All confidential and sensitive information will be redacted in all documents prior to publication.
- 3.4 Meeting notes of the Safer Exeter Executive will be distributed after the meeting and will be uploaded onto www.exeter.gov.uk/saferexeter

4.0 Membership

- 4.1 The membership of the Executive 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 From time to time, other city partners may be invited to Executive meetings to contribute to collaborative work to address specific community safety issues.
- 4.4 The membership of the Executive Group will be reviewed 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.
- 4.5 When attending Executive meetings, city stakeholders are expected to maintain confidentiality on sensitive matters discussed in meetings and act with integrity and respect towards each other and the public.
- 4.6 It is crucial for all stakeholders to actively contribute to creating a positive and welcoming Exeter. City stakeholders will be committed to working together to maximise the impact of local and regional initiatives aimed at reducing crime and disorder including anti-social behaviour ***‘making our city safer for all’***.
- 5.0 Governance**
- 5.1 The Executive Group will elect a Chair and a maximum of two Deputy Chairs every three years, to provide continuity. The election of these posts will be overseen by Exeter City Council in their capacity as the statutory convening body of Safer Exeter.
- 5.2 The Chair will represent Safer Exeter at Safer Devon meetings, and other relevant Partnership meetings.
- 5.3 The Executive Chair shall be responsible for the operation of meetings and in conducting any voting that is necessary.
- 5.4 Where a Chair or Deputy Chair stands down mid-term, the Executive will select a replacement at the next scheduled meeting, to take up the position until the end of the three year period.
- 5.5 Should the Executive consider that the Chair or Deputy Chairs are not fulfilling their role, they may be asked to stand down because of a vote by the members of the Executive. A replacement will be elected from amongst the membership.
- 5.6 The Executive will be quorate when one third of the voting members are in attendance. When quorate, decisions of the Executive will be binding.
- 5.7 Executive meetings shall take place quarterly and should be no more than 2 hours long and structured to accommodate the agenda for each priority. All actions agreed at Executive meetings will be recorded on the Action Log, with updates provided at the following meeting.

- 5.8 An Extraordinary Executive meeting may be called by the Chair of Safer Exeter at any time between the set quarterly meetings, giving 7 days' notice to members.
- 5.9 Due to discussions at Executive 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 Executive meetings, with both being advised to share information with relevant officers, Ward Cllrs and other Portfolio Holders.
- 5.10 Each organisation represented at Executive meetings, both Responsibility Authority and Co-Opted Partners, shall have one vote. Where there is more than one attendee from an organisation, only one attendee may vote and this should be the main representative. If there are equal numbers of votes for and against, the Chair will have a second or casting vote.
- 5.11 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.

6.0 Review

- 6.1 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.
- 6.2 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.