

COMMUNITY SAFETY & RESILIENCE BOARD - TERMS OF REFERENCE

1. Strategic Objective

- 1.1 To deliver on the 'Safer' strand of the Shetland Performance Framework, namely:

"Shetland stays a safe place to live and we have strong, resilient and supportive communities."

2. ROLE

- 2.1 Membership of the Community Safety & Resilience Board will comprise:

- 7 Shetland Islands council Members (1 from each ward, preferably Chair/Vice Chair of other Committees. The Chair of the Community Safety & Resilience Board will be an elected Member from within the 7 nominees)
- SIC Chief Executive (or his nominee)
- Scottish Fire & Rescue Service
- Police Scotland
- HM Coastguard
- Scottish Ambulance Service
- Procurator Fiscal
- NHS Shetland
- SEPA
- Criminal Justice Authority

Key advisors to the Board will be:

- Strategic Risk Sharing Partnership (SIC representative)
- SIC Emergency Planning Officer
- SIC Community Safety Officer

* Other agencies appropriate advisors as required

3. REMIT

- 3.1. Contribute to the development of Shetland's single Outcome Agreement.
- 3.2. To review and update the "Community Safety Strategy" and "Emergency Planning Strategy" taking into account the revised remit of the Shetland Partnership and the Shetland Community Safety & Resilience Board. Subsequently to develop an appropriate "Plan" and annual work/action plan. This will include the required local Police and Fire Plans as outlined in the Police and Fire& Rescue Services Reform Agenda.
- 3.3. Co-ordinate, monitor and report on the activity of partner agencies to the Shetland Partnership – in accordance with the Shetland Community Safety & Resilience Board's role and when working towards the Shetland Community Safety & Resilience Board's Plan.
- 3.4 To engage and provide direction and support to the sub-groups in the development, co-ordination and implementation of the Shetland Community Safety & Resilience Board's requirements in line with the Shetland Community Safety & Resilience Board Plan, e.g. the antisocial Behaviour Working Group, the Domestic Abuse Partnership, Shetland Emergency Planning Executive/Forum, the Road Safety Advisory Panel, etc.
- 3.5 To exchange information and promote best practice amongst partners to support partnership working to find joint solutions to common issues, whilst removing duplication of effort between partner agencies.
- 3.6 To provide a route for groups and organisations involved in the Shetland Community Safety & Resilience Board to communicate with the Shetland Partnership and Shetland Partnership Performance Group. This includes seeking guidance when necessary and having a representative to the Shetland Partnership.
- 3.7 To maintain an appropriate membership, representative of the local communities and partner agencies.
- 3.8 To promote and maintain effective communication and liaison with regional and national groups, local communities and the media.

4. MEETINGS

- 4.1 The Community Safety & Resilience Board will convene not less than quarterly, with scope for further special meetings as and when deemed necessary by the Board/Chair.

5. REPORTING AND INFORMATION SHARING PROCEDURES

- 5.1 Reporting:

- 5.1.1 The Community Safety & Resilience Board will report to, and take its direction from, the Shetland Partnership, but on an agency basis will individually report to their respective Boards/Committees as appropriate.

6. DELEGATED AUTHORITY

- 6.1 The Community Safety & Resilience Board has no formal decision making powers but will take its direction from and report to the Shetland Partnership as well as individual agencies reporting through their respective Committees/Boards.

7. ADMINISTRATION

- 7.1 The Community Safety & Resilience Board will be supported administratively by the staff from within the Council's Safety and Risk Services who will ensure that minutes, agendas, supporting papers, etc., are forwarded timeously to all authorised recipients.

8. ARBITRATION

- 8.1 In the event of any disagreement arising between members of the Board and/or between the Board and any given Agency/Service, the role of arbitrator will be executed by the Chair of the Shetland Partnership.