



E-Mail: [CommitteeServices@horsham.gov.uk](mailto:CommitteeServices@horsham.gov.uk)

Direct Line: 01403 215465

## **SCRUTINY & OVERVIEW COMMITTEE**

### **CRIME AND DISORDER WORKING GROUP**

**WEDNESDAY 30<sup>TH</sup> JANUARY 2013 AT 3.30 P.M.**  
**COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM**

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**Councillors:** David Coldwell  
Christine Costin  
Duncan England  
Jim Goddard  
Frances Haigh  
Kate Rowbottom  
Jim Sanson

*You are summoned to the meeting to transact the following business.*

Tom Crowley  
Chief Executive

## **AGENDA**

**Page No.**

1. Election of Chairman (Chairman Role Profile attached) **1**
2. Apologies for absence
3. To receive any declarations of interest
4. Announcements from the Chairman or the Chief Executive
5. To scope the review of the Crime & Disorder Working Group  
(Terms of Reference, Review Guidelines and Pro-forma attached) **2**
6. Training session in relation to the scrutiny of crime and disorder matters
7. Dates of future meetings and suggestions of who to invite to attend



# Scrutiny and Overview Working Group Chairman

## Role and Responsibilities

The Scrutiny and Overview Working Group Chairman has a key role to ensure effective Scrutiny and Overview in Horsham:

- Contributing to the management, co-ordination and development of Scrutiny and Overview in Horsham as required
- To manage the work of the Working Group to ensure effective scrutiny of the issue under review

## **Management and Coordination of Scrutiny and Overview**

- To contribute to the management, co-ordination and development of Scrutiny and Overview in Horsham.
- To attend each meeting of the Scrutiny and Overview Committee.
- To report to the Scrutiny and Overview Committee on the work and progress of the Working Group, and keep them informed of important or contentious issues
- To ensure that the Working Group responds to issues referred to it by the Scrutiny and Overview Committee within timescales assigned.

## **Manage the Work of the Scrutiny and Overview Working Group**

- To manage and guide the Working Group's work to scrutinise relevant issues relating to the Group's Terms of Reference
- To ensure issues under review are properly scoped with clear aims and timelines
- To coordinate and manage Working Group members to undertake assigned tasks and sub-group work
- To encourage members to consider involving outside bodies to give evidence, if necessary, and to liaise with the Scrutiny Officer to arrange for the invitation of those parties to the meetings of the Group.
- To lead the production of the report by liaising with the Scrutiny Officer supporting the Working Group, to produce well-reasoned interim (where necessary) and final reports for each review having regard to the assigned terms of reference and timescales for the review.
- To liaise with the Scrutiny Officer producing the agenda.
- To review minutes of the Working Group meetings before being circulated.

**Proposed Terms of Reference of the  
Crime and Disorder Working Group**

**Proposed Terms of Reference**

- (1) To scrutinise the work of the Community Safety Partnership and the partners who comprise it, insofar as their activities relate to the partnership itself;
- (2) To make reports and/or recommendations to the Scrutiny and Overview Committee/Council with respect to the discharge by the CSP of its crime and disorder functions;
- (3) To act as a 'critical friend' of the CSP, providing it with constructive challenge at a strategic level rather than adversarial fault-finding at an operational level;
- (4) To consider Councillor Call for Actions (CCfAs) that arise through the Council's CCfA process and which relate to Crime and Disorder matters

# Scrutiny & Overview Working Group Review Guidelines

## Agree terms of reference and action plan

When forming a new Working Group, the Scrutiny and Overview Committee will make a recommendation to that group as to its Terms of Reference, these should be reviewed at the first meeting and any alterations referred back to the Scrutiny and Overview Committee for consideration.

## Scope the Review

Any new review needs to be fully scoped before the review is started, whilst this will be based up on the Terms of Reference it will also cover the anticipated output of the review and the timescale in which it will happen, as well as the types of information that will be reviewed and potential organisations and individuals that will be called upon to give evidence. A **checklist** will be attached to the first agenda and should be completed, by the Chairman, following the first meeting of the Working Group.

The output of the review can take a number of forms – it may be recommendations to Cabinet or Council or it may be a formal report that is published and sent to the organisations providing the service under review. Defining the type of output is important as it will help to guide the review process to deliver what is expected.

## Agree Information to be reviewed

Having formally scoped the review, the detailed information to be reviewed can be decided. Clearly this is not a once and for all decision as more information may be required at a later stage, but this discussion will define what is required initially. Not all information has to be provided by officers – a great deal of information is available within the public domain and Working Group members should expect to carry out some of their own research.

## Agree Organisations / Individuals to be called on to give evidence

As Scrutiny is intended to be an evidence based review of issues it may be appropriate (although not in all cases) to invite other organisations or even individuals to give evidence to the Working Group. Again it is possible that when working through the review, more evidence will be required but this will be an initial discussion and will inform the Scrutiny and Overview Committee what is planned.

## Produce an Interim Report

If this is a long term review (over 5 months) it may be appropriate to produce an interim report once the initial review of information and evidence is completed before any specific recommendations have been discussed. The purpose of this interim review would be to summarise the findings of the Working Group to this point in order to inform the Scrutiny and Overview Committee.

## Produce Final Report

The contents of the final report are the responsibility of the Working Group and ultimately its chairman although clearly officers will assist in its production. The report should address the original terms of reference and where appropriate make recommendations. The report will be presented initially to the Scrutiny and Overview Committee and then either Cabinet, Council or the appropriate organisation. Where recommendations are made directly to Council, the report will also go to Cabinet for their comments. All recommendations should contain a timescale within which the actions should be completed.

## Monitor Implementation of Recommendations

Once a report has been accepted by the Scrutiny and Overview Committee, the working group should continue to meet and monitor how effectively their recommendations are being implemented. The number and frequency of these meetings will depend on the number of recommendations and the timescales for implementation. In any case an initial meeting should be held within three months to ensure that the recommendations have been received and responded to.

Checklist for completion by the Working Group Chairman, following the first meeting of a new review.

Name of Review: **CRIME AND DISORDER WORKING GROUP**

<b>Terms of reference</b>	<p>(1) to scrutinise the work of the CSP and the partners who comprise it, insofar as their activities relate to the partnership itself;</p> <p>(2) to make reports and / or recommendations to the Scrutiny and Overview Committee/Council with respect to the discharge by the CSP of its crime and disorder functions;</p> <p>(3) to act as a 'critical friend' of the CSP, providing it with constructive challenge at a strategic level rather than adversarial fault-finding at an operational level;</p> <p>(4) to consider Councillor Call for Actions (CCfAs) that arise through the Council's CCfA process and which relate to Crime and Disorder matters.</p>
<b>Scope of review</b>	
<b>Desired outcome of the review</b>	
<b>Timeline</b>	
<b>Information required for the review</b>	
<b>Organisations required to give evidence</b>	

**Notes:**

	<b>Action</b>	<b>Comments</b>
<b>Terms of reference</b>	Review terms of reference provided by Scrutiny and make recommendation for any changes	Look at original work plan submission Talk to proposer – invite proposer to meeting to discuss?
<b>Scope of review</b>	Understand what the review will cover (and what not)	It's important to be clear about what the review will cover and specific about what is not included so that the review is not sidetracked.
<b>Desired outcome of the review</b>	To set an early expectation of what the output of the review might be	Will this the final report contain recommendations to Cabinet or Council, or this more for information only? Will the report be published to a wider community?
<b>Timeline</b>	Set the timescale for the work to be completed	This should set not only a final date for the report but milestones along the way - e.g. background review complete, all evidence received, draft report etc.
<b>Information required for the review</b>	Identify the information that is likely to be required in order to produce the report	This cannot be an exhaustive list as it is entirely possible that analysis will reveal the need for further information, but this list should provide officers with an early indication of what is likely to be required
<b>Organisations required to give evidence</b>	Identify any external organisations that are likely to be called on to provide evidence	Again this may not be an exhaustive list, but will enable plans to be made to set up meetings with the relevant organisations