

## **Wales Association of Community Safety Officers Terms of Reference**

The purpose of the Wales Association of Community Safety Officers (WACSO) is to provide leadership, oversight and direction between all partners in regards to community safety across Wales. To provide the oversight to enable innovation and improvement building on best practice, providing support to local partnership working that will support safe, strong and more confident communities. WACSO is a partner network of the Safer Communities Board and will be supported through the Wales Safer Communities Network Team.

### **The objectives of WACSO are:**

- To develop and influence the work of the Community Safety Teams and Partnerships to deliver and support the development of safer communities, preventing escalation through evidence-based solutions. This to include influencing the priorities for work by the Wales Safer Communities Network Team.
- To plan, prepare and influence community safety in Wales, including responding to duties, guidance and delivering across multiple thematic areas through partnerships working to improve community safety, across the whole of Wales;
- Establish WACSO as a key partner-network of the Safer Communities Network under the Safer Communities Board, delivering at least part of the Board Programme linked to partnership working;
- Support Community Safety Partnerships 'Strategic Assessments' and endeavour to enable where appropriate alignment to Wellbeing Assessments, Health Social Care and Wellbeing Assessments etc;
- Support the 'Evidence-based, Intelligence-led' principle and its application within local/regional partnership working and the need for community safety to be resourced;
- To develop and deliver against the agreed thematics through meetings and information sharing;
- To keep each other updated about current and emerging issues that could have an impact on the delivery of community safety working across Wales;
- To advise, inform and influence Welsh Government, UK Government (Home Office, Ministry of Justice) and representative bodies in local government, policing and criminal justice etc., through the Safer Communities Board;
- To identify, celebrate and promote effective practice and encourage the adoption, upscaling and mainstreaming of initiatives that are proven to be 'what works';

- To identify and develop opportunities with various agencies and organisations across Wales in relation to developing the sharing best practice and lessons learnt (e.g. Substance misuse services data, HMPPS data, Youth Justice data, Education data and Sexual Assault Referral Centre (SARC)); and
- To work closely with the Safer Communities Board, Safer Communities Network and other partners in community safety in Wales, making shared representations on issues of joint concern as appropriate and to highlight the innovation and improvements in community safety taking place.

**Membership:**

The Membership is to be made up of practitioners and strategic leads. Membership is open to anyone who is a Community Safety Officer in a Local Authority.

Other members can be invited by agreement, including for specific meetings or agenda items.

**Operation of WACSO:**

- WACSO will meet four times a year. Three meetings and one conference.
- WACSO will nominate a Chair and vice-Chair from within its membership on an annual basis.
- Decisions can be made between meetings via electronic means.
- WACSO Members will be responsible for delivering against agreed priorities of the group, including active involvement in meetings.
- The Wales Safer Communities Network Team can contact individual WACSO Members for advice and assistance between meetings.

The secretariat will be provided by the Wales Safer Communities Network Team in accordance with the agreement with the Wales Safer Communities Board. All papers will be circulated one calendar week before the meeting wherever possible.

WACSO will report progress and provide regular updates to the Safer Communities Board. The Safer Communities Board will then update the Policing Partnership Board for Wales, Policing in Wales (which includes all Commissioners and Chief Constables), WLGA political and officer forums and the Criminal Justice in Wales Board.

WACSO members are expected to declare any conflicts of interest that may arise at each meeting.

**Roles and Responsibilities**

The WACSO is accountable for:

- fostering collaboration;
- removing obstacles to the WACSO's successful delivery, adoption and use;
- maintaining at all times the focus of the WACSO on the agreed scope, thematics, outcomes and benefits;
- monitoring and managing the factors outside the WACSO's control that are critical to its success.

The Chair and Vice-Chair of WACSO will:

- Set the dates for the meetings.
- Chair and be part of the executive group;
- Agree the agenda so it and any papers can be circulated 7 days in advance of the meetings;
- Attend the Wales Safer Communities Board to represent the views and opinions of WACSO; and
- Represent WACSO at external meetings and events as required.

The Treasurer will:

- Be part of the executive group;
- Ensure the finances are properly accounted for by the Wales Safer Communities Network Team;
- Actively involved in the development of the conference.

The Safer Communities Network Team will:

- Provide secretariat support to WACSO
- Share the agenda and papers 7 days ahead of a meeting
- Maintain the membership list and a list of those attending.

The membership of WACSO will commit to:

- Attending all scheduled meetings.
- Wholeheartedly championing the WACSO within and outside of work areas.
- Sharing all communications and information across all WACSO members.
- Making timely decisions and taking action so as to not hold WACSO decisions and actions.
- Notifying members of the WACSO, as soon as practical, if any matter arises which may be deemed to affect the development of WACSO or other associated work through the Safer Communities Network.
- Attending all meetings and if necessary nominate a proxy.

Members of the WACSO will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- to be alerted to potential risks and issues that could impact the projects and work programme, as they arise.
- Open and honest discussions, without resort to any misleading assertions.
- Ongoing 'health checks' to verify the overall status and 'health' of the association.

Version Control

| Version | Amendments made                                    | By Who | Circulation |
|---------|--|--------|-------------|
| 1       | Draft of new ToR by Safer Communities Network team | SC     | WACSO       |
| 2       |  |        |             |